DropBooks

BlackBerry® FOR DUMMIES® 2ND EDITION

DropBooks

by Robert Kao and Dante Sarigumba



Wiley Publishing, Inc.

DropBooks

DropBooks



DropBooks

DropBooks

DropBooks

BlackBerry® FOR DUMMIES® 2ND EDITION

DropBooks

by Robert Kao and Dante Sarigumba



Wiley Publishing, Inc.

DropBooks

BlackBerry® For Dummies®, 2nd Edition
Published by
Wiley Publishing, Inc.
111 River Street
Hoboken, NJ 07030-5774

www.wiley.com

Copyright © 2008 by Wiley Publishing, Inc., Indianapolis, Indiana

Published by Wiley Publishing, Inc., Indianapolis, Indiana

Published simultaneously in Canada

No part of this publication may be reproduced, stored in a retrieval system or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, scanning or otherwise, except as permitted under Sections 107 or 108 of the 1976 United States Copyright Act, without either the prior written permission of the Publisher, or authorization through payment of the appropriate per-copy fee to the Copyright Clearance Center, 222 Rosewood Drive, Danvers, MA 01923, (978) 750-8400, fax (978) 646-8600. Requests to the Publisher for permission should be addressed to the Legal Department, Wiley Publishing, Inc., 10475 Crosspoint Blvd., Indianapolis, IN 46256, (317) 572-3447, fax (317) 572-4355, or online at http://www.wiley.com/go/permissions.

Trademarks: Wiley, the Wiley Publishing logo, For Dummies, the Dummies Man logo, A Reference for the Rest of Us!, The Dummies Way, Dummies Daily, The Fun and Easy Way, Dummies.com, and related trade dress are trademarks or registered trademarks of John Wiley & Sons, Inc., and/or its affiliates in the United States and other countries, and may not be used without written permission. BlackBerry is a registered trademark of Research In Motion Limited. All other trademarks are the property of their respective owners. Wiley Publishing, Inc., is not associated with any product or vendor mentioned in this book.

LIMIT OF LIABILITY/DISCLAIMER OF WARRANTY: THE PUBLISHER AND THE AUTHOR MAKE NO REPRESENTATIONS OR WARRANTIES WITH RESPECT TO THE ACCURACY OR COMPLETENESS OF THE CONTENTS OF THIS WORK AND SPECIFICALLY DISCLAIM ALL WARRANTIES, INCLUDING WITHOUT LIMITATION WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE. NO WARRANTY MAY BE CREATED OR EXTENDED BY SALES OR PROMOTIONAL MATERIALS. THE ADVICE AND STRATEGIES CONTAINED HEREIN MAY NOT BE SUITABLE FOR EVERY SITUATION. THIS WORK IS SOLD WITH THE UNDERSTANDING THAT THE PUBLISHER IS NOT ENGAGED IN RENDERING LEGAL, ACCOUNTING, OR OTHER PROFESSIONAL SERVICES. IF PROFESSIONAL ASSISTANCE IS REQUIRED, THE SERVICES OF A COMPETENT PROFESSIONAL PERSON SHOULD BE SOUGHT. NEITHER THE PUBLISHER NOR THE AUTHOR SHALL BE LIABLE FOR DAMAGES ARISING HEREFROM. THE FACT THAT AN ORGANIZATION OR WEBSITE IS REFERRED TO IN THIS WORK AS A CITATION AND/OR A POTENTIAL SOURCE OF FURTHER INFORMATION DOES NOT MEAN THAT THE AUTHOR OR THE PUBLISHER ENDORSES THE INFORMATION THE ORGANIZATION OR WEBSITE MAY PROVIDE OR RECOMMENDATIONS IT MAY MAKE. FURTHER, READERS SHOULD BE AWARE THAT INTERNET WEBSITES LISTED IN THIS WORK MAY HAVE CHANGED OR DISAPPEARED BETWEEN WHEN THIS WORK WAS WRITTEN AND WHEN IT IS READ.

For general information on our other products and services, please contact our Customer Care Department within the U.S. at 800-762-2974, outside the U.S. at 317-572-3993, or fax 317-572-4002.

For technical support, please visit www.wiley.com/techsupport.

Wiley also publishes its books in a variety of electronic formats. Some content that appears in print may not be available in electronic books.

Library of Congress Control Number: 2007936461

ISBN: 978-0-470-18079-2

Manufactured in the United States of America

10 9 8 7 6 5 4 3 2 1



About the Authors

DropBooks

Robert Liao is one well-rounded professional. His ability to translate his technical knowledge and communicate with users of all types led him to co-write *BlackBerry For Dummies* and *BlackBerry Pearl For Dummies*. He started out as a BlackBerry developer for various financial firms in New York City, that truly global city. A graduate of Columbia University, with a Computer Engineering degree, he currently lives in South Brunswick, New Jersey.

Dante Sarigumba is a long-time user of BlackBerry and a gizmo enthusiast. He is a co-host of the Mobile Computing Authority biweekly podcast. He works for a major investment bank in New York as a software developer and lives in South Brunswick, New Jersey, with his wife, Rosemarie, and two sons, Dean and Drew.

DropBooks

Dedication

DropBooks

I would like to thank my father (MHK) and mother (SYT) for everything they've done for me. I wouldn't be here without their kindness and support. I would also like to thank my lovely wife, Marie-Claude, and little Jade for all their support.

—Robert Kao

To Yosma, Dean, and Drew: My greatest treasures. Thank you for your thoughts, understanding, and support.

—Dante Sarigumba



DropBooks

Authors' Acknowledgments

DropBooks

Collectively, we'd like to thank the following people:

- Greg Croy, our acquisitions editor, for giving us the opportunities to write
- Carol McClendon, our agent, for presenting our proposal to the right people
- Susan Pink, our editor, for making us look good
- Richard Evers, of Research in Motion, for a wealth of information and guidance
- Lauren Pokras, of Brodeur, for sending us BlackBerry evaluation units so promptly

In addition, we thank the rest of the Wiley staff. Without you all, this book would not have been possible.

—Rob & Dante

DropBooks

Publisher's Acknowledgments

We're proud of this book; please send us your comments through our online registration form located at www.dummies.com/register/.

Some of the people who helped bring this book to market include the following:

Acquisitions, Editorial, and Media Development

Project Editor: Susan Pink

Acquisitions Editor: Greg Croy

Technical Editor: Richard Evers

Editorial Manager: Jodi Jensen

Media Development Specialists: Angela Denny, Josh Frank, Kate Jenkins, Kit Malone

Editorial Assistant: Amanda Foxworth

Sr. Editorial Assistant: Cherie Case

Cartoons: Rich Tennant (www.the5thwave.com)

Composition Services

Project Coordinator: Patrick Redmond

Layout and Graphics: Claudia Bell, Stacie Brooks, Carl Byers, Stephanie D. Jumper, Alicia B. South, Christine Williams

Proofreader: Bonnie Mikkelson

Indexer: Valerie Haynes Perry

Anniversary Logo Design: Richard Pacifico

Publishing and Editorial for Technology Dummies

Richard Swadley, Vice President and Executive Group Publisher

Andy Cummings, Vice President and Publisher

Mary Bednarek, Executive Acquisitions Director

Mary C. Corder, Editorial Director

Publishing for Consumer Dummies

Diane Graves Steele, Vice President and Publisher

Joyce Pepple, Acquisitions Director

Composition Services

Gerry Fahey, Vice President of Production Services

Debbie Stailey, Director of Composition Services

DropBooks

Contents at a Glance

Introduction 1

Part I: Meet and Greet Your BlackBerry 7

Chapter 1: Your BlackBerry Is Not an Edible Fruit 9
Chapter 2: Navigating the BlackBerry 21
Chapter 3: Turning On Your BlackBerry — and Keeping It Happy 37

Part II: Getting Organized with Your BlackBerry 55

Chapter 4: Remembering Your Acquaintances 57
Chapter 5: Don't Miss Your Appointments 85
Chapter 6: Your To-Do List and Keeping Your Password 97
Chapter 7: Making Notes and Calculations 117

Part III: Getting Online and Multimedia with Your BlackBerry 131

Chapter 8: You've Got (Lots of) E-Mail 133
Chapter 9: Too Cool for E-Mail 159
Chapter 10: Surfing the Internet Wave 187
Chapter 11: Calling Your Favorite Person 207
Chapter 12: Photos on Your BlackBerry 223
Chapter 13: Getting Entertained with BlackBerry Media Center 233
Chapter 14: Getting around with BlackBerry GPS 245
Chapter 15: Wi-Fi and Using BlackBerry as a Laptop Modem 251

Part IV: Working with Desktop Manager 263

Chapter 16: Synching the Synchronize Way 265
Chapter 17: Installing Applications 277
Chapter 18: Switching Devices 289
Chapter 19: Protecting Your Information 297

Part V: The Part of Tens 307

Chapter 20: Ten Great BlackBerry Accessories 309
Chapter 21: Ten Productive BlackBerry Applications 315

Chapter 22: Ten Fun Games on Your BlackBerry 319
Chapter 23: More than Ten Must-Have BlackBerry Programs 323
Chapter 24: Ten Web Site Categories for BlackBerry Browsing 329
Index *341*

DropBooks

DropBooks

Table of Contents

Introduction 1

About This Book 2
Who Are You? 2
What's in This Book 3
Part I: Meet and Greet Your BlackBerry 3
Part II: Getting Organized with Your BlackBerry 3
Part III: Getting Online and Multimedia with Your BlackBerry 3
Part IV: Working with Desktop Manager 4
Part V: The Part of Tens 4
So Many Models, So Little Time 4
Icons in This Book 5
Where to Go from Here 5

Part I: Meet and Greet Your BlackBerry 7

Chapter 1: Your BlackBerry Is Not an Edible Fruit 9

Know Your BlackBerry History 10
How It All Works: The Schematic Approach 11
The role of the network service provider 11
Connecting to your personal computer 12
Connecting to the Enterprise 13
Doing the BlackBerry world-traveler thing 14
Oh, the Things You Can Do! 15
All-in-one multimedia center 15
Internet at your fingertips 16
Me and my great personal assistant 16
A computer in the palm of your hand 17
Look Dad, no hands! 18
Final BlackBerry Tidbits! 18
Power efficiency 18
Memory management 19
A sentry is always on duty 19

Chapter 2: Navigating the BlackBerry 21

Anatomy 101: The Body and Features of Your BlackBerry 21
Display screen 25
QWERTY keyboard 25
SureType keyboard 26

DropBooks

Escape key....28
Trackball....28
Menu key....29
The microSD slot....29
General Navigation Guidelines....31
Switching applications....32
Changing options....32
General Keyboard Shortcuts....33
Using Home screen shortcuts....34
Other (non-Home screen) shortcuts....35

Chapter 3: Turning On Your BlackBerry — and Keeping It Happy . . .37

Making Your BlackBerry Yours....37
Color-code your Pearl....38
Branding your BlackBerry....38
Choose a language, any language....39
Typing with ease using AutoText....40
Inserting macros....42
Getting your dates and times lined up....42
Customizing your screen's look and feel....44
Choosing themes for your BlackBerry....46
Wallpaper for your BlackBerry....47
Let freedom ring....47
Keeping Your BlackBerry Safe....52

Part II: Getting Organized with Your BlackBerry 55

Chapter 4: Remembering Your Acquaintances 57

Accessing Your Address Book....58
Working with Address Book Names....59
Creating a contact....60
Adding contacts from other BlackBerry applications....63
Viewing a contact....64
Editing a contact....64
Deleting a contact....65
Transferring Contacts from Cellphones....66
Copying contacts from a SIM card....67
Copying a contact to a SIM card....70
Copying Contacts from Desktop Applications....71
Looking for Someone?....71
Organizing Your Contacts....74
Creating a group....75
Using the Filter feature on your contacts....76
Setting preferences....79

DropBooks

Sharing a Contact 80
Sending a vCard 81
Receiving a vCard 82
Searching for Somebody Outside Your Address Book 82

Chapter 5: Don't Miss Your Appointments 85

Accessing BlackBerry Calendar 85
Choosing Your Calendar View 86
Moving between Time Frames 87
Customizing Your Calendar 88
All Things Appointments: Adding, Opening, and Deleting 90
Creating an appointment 90
Opening an appointment 94
Deleting an appointment 94
Appointments versus Meetings 95
Sending a meeting request 95
Responding to a meeting request 96

Chapter 6: Your To-Do List and Keeping Your Password 97

Accessing Tasks 98
Recording a New Task 99
Navigating the Tasks Fields 100
Task field 101
Status field 101
Priority field 101
Due field 102
Time Zone field 103
Reminder field 103
Categories field 104
Notes field 104
Updating Your Tasks 104
Deleting a Task 105
Organizing Your Tasks List 105
Customizing tasks 106
Creating a category 107
Assigning categories to your tasks 109
Filtering the list 109
Creating Recurring Tasks 110
Using Password Keeper 112
Accessing Password Keeper 112
Setting a password for Password Keeper 113
Creating credentials 113
Random password generation 114
Using your password 114
Password Keeper options 115
Changing your password to Password Keeper 116

DropBooks

Chapter 7: Making Notes and Calculations 117

MemoPad 117
Accessing MemoPad 118
Jotting down notes 118
Viewing your notes 119
Updating your notes 120
Deleting your notes 120
Quickly finding a note 121
Organizing your notes 121
Printing notes 124
Calculator 124
Accessing Calculator 125
Using Calculator 125
Converting between English and metric systems 127
Using Calculator shortcuts 128

Part III: Getting Online and Multimedia with Your BlackBerry 131

Chapter 8: You've Got (Lots of) E-Mail 133

Getting Up and Running with E-Mail 133
Using the BlackBerry Internet Service client 134
Combining your e-mail accounts into one 134
Adding an e-mail account 135
Setting up e-mail in an enterprise environment 136
Customizing Your E-Mail 137
Configuring your e-mail signature 137
Enabling wireless reconciliation 138
Automating replies and out-of-office messages (for enterprise users) 140
Accessing Messages 141
Receiving e-mails 141
Sending e-mail 144
Spell checking your outgoing messages 146
Adding a sender to your Address Book 146
Deleting e-mail 147
Filtering your e-mail 148
Searching through Messages Like a Pro 152
Searching by sender or recipient 152
Searching by subject 153
Running a general search 153
Saving search results 155
Reusing saved searches 156
Long Live E-Mail 156

DropBooks

Chapter 9: Too Cool for E-Mail 159

A Little Bit of RIM Prehistory.....159
Sending and Receiving PIN-to-PIN Messages.....160
Getting a BlackBerry PIN.....161
Assigning PINs to names.....162
Sending a PIN-to-PIN message.....163
Receiving a PIN-to-PIN message.....165
Keeping in Touch, the SMS/MMS Way.....165
Using shorthand for speedy replies.....166
Awhfy?.....167
Showing some emotion.....169
Sending a text message.....169
Viewing a message you receive.....171
Always Online Using Instant Messaging.....172
Chatting using IM rules.....172
Instant messaging on a BlackBerry Pearl.....173
Instant messaging on a non-Pearl model.....179
Using BlackBerry Messenger.....181
Taking control of your IM app.....184

Chapter 10: Surfing the Internet Wave 187

Getting Started with BlackBerry Browser.....187
Accessing Browser.....188
Hitting the (air) waves.....190
Navigating Web pages.....190
Saving a Web page address.....193
Sending an address by e-mail.....195
Saving Web images.....195
Bookmarking Your Favorite Sites.....195
Adding a bookmark.....195
Available offline.....196
Modifying a bookmark.....196
Organizing your bookmarks.....197
Browser Options and Optimization Techniques.....199
Configuring Browser.....199
General Browser properties.....200
Cache operations.....202
Installing and Uninstalling Applications from the Web.....203
Browser's Behavior in an Enterprise Environment.....205
Using Browser on your company's BES.....205
Using your network provider's browser.....206
Setting the default browser.....206

Chapter 11: Calling Your Favorite Person 207

Using the BlackBerry Phone Application.....207

DropBooks

Making and Receiving Calls 208
Making a call 208
Receiving a call 209
Phone Options While on a Call 210
Muting your call 210
Placing your call on hold 211
Adjusting the call volume 211
Customizing the BlackBerry Phone 211
Setting up your voice mail number 212
Using call forwarding 212
Configuring speed dial 214
Arranging Conference Calls 215
Talking privately to a conference participant 216
Alternate between phone conversations 217
Dropping that meeting hugger 217
Communicating Hands Free 218
Using the speaker phone 218
Pairing your BlackBerry with a Bluetooth headset 218
Using voice dialing 220
Multitasking While on the Phone 221
Taking notes while on the phone 221

Chapter 12: Photos on Your BlackBerry 223

Say Cheese 223
The screen indicators 224
Choosing the picture quality 224
Zooming and focusing 225
Setting the flash 226
Working with Pictures 226
Viewing 226
Creating a slide show 227
Trashing 227
Listing file names versus thumbnails 227
Picture properties 227
Organizing your pictures 228
Sharing your pictures 229
Setting a picture as Caller ID 230
Setting a Home screen image 230
Setting Camera Memory Options 230

Chapter 13: Getting Entertained with BlackBerry Media Center 233

Accessing Media 233
Folder navigation 234
Let the music play 234
Now showing 236
Lord of the ring tones 236

DropBooks

Picture this 237
Turn it down or blast it 237
Commonly used navigation 238
Working with Media Files 238
Introduction to BlackBerry Desktop Media Manager 239
Synchronizing with iTunes 243
Sharing media files by using Bluetooth 244
Downloading tunes 244

Chapter 14: Getting around with BlackBerry GPS 245

Putting Safety First 245
What You Need 246
Your GPS Application Choices 247
BlackBerry Map 248
Google Maps 249
TeleNav GPS Navigator 250

Chapter 15: Wi-Fi and Using BlackBerry as a Laptop Modem 251

Preparing for Connection 252
Making the Connection 255
Using Wi-Fi on Your BlackBerry 257
Tuning Your Wi-Fi Settings 261

Part IV: Working with Desktop Manager 263

Chapter 16: Synching the Synchronize Way 265

Introduction to BlackBerry Desktop Manager 265
Launching BDM 266
Connecting BDM to your BlackBerry 266
Running BDM for the first time 267
Setting Up Synchronize 268
Configuring PIM synchronization 268
Mapping fields for synchronization 269
Confirming record changes 272
Resolving update conflicts 272
Ready, Set, Synchronize! 274
Synchronize Now 274
Automatic synchronization 275

Chapter 17: Installing Applications 277

Accessing Application Loader 277
Installing an Application 279
Encountering an invalid signature error 281
Using alternatives to Application Loader 281

DropBooks

Uninstalling an Application....282
Uninstalling by using Application Loader....282
Uninstalling by using your BlackBerry handheld....283
Upgrading Your BlackBerry OS....285

Chapter 18: Switching Devices....289

Switching between BlackBerries....289
Switching from a Non-BlackBerry Device....292
Palm device requirements....292
Windows Mobile device requirements....292
Running the Wizard....293

Chapter 19: Protecting Your Information....297

Accessing Backup and Restore....298
Backing Up BlackBerry Style....298
Backing up your BlackBerry manually....298
Setting up automatic backups....300
A Full Restore from Backup Information....301
Protecting Your Data, Your Way....302
Backing up, your way....303
Restoring, your way....304
Clearing BlackBerry information, your way....305

Part V: The Part of Tens....307

Chapter 20: Ten Great BlackBerry Accessories....309

A microSD Card....309
Stereo Headphones....310
A Belt Clip....310
A Screen Protector....311
An Extra Battery....311
A Charger....311
A Bluetooth Hands-Free Headset....312
A Full Keyboard....312
An External Speakerphone....313
A Car Mount....313

Chapter 21: Ten Productive BlackBerry Applications....315

MyUtils 2.0....315
WorldMate for BlackBerry....316
BerryDialer....316
Litefeeds....316
eOffice....317

DropBooks

VeriChat for Blackberry 317
bbSpell 317
MidpSSH Mobile SSH Client 318
IdoSorro Mobile Desktop 318
TrafficEdge 318

Chapter 22: Ten Fun Games on Your BlackBerry 319

Sudoku 320
Bookworm 320
Bass Assassin 320
Raging Rivers 320
Texas Hold 'em King 321
Klondike 321
Spider Solitaire 321
Pro Golf Paradise 321
Blockazoid 322
Brain Up 322

Chapter 23: More than Ten Must-Have BlackBerry Programs 323

Handmark Pocket Express 324
BBWeather 324
Beyond411 324
Digby 325
Google Talk Mobile and Yahoo! Messenger Mobile 325
iSkoot Skype Client 325
bbTV 325
AskMeNow 326
Stock Ticker 326
Ascendo Money 326
Ascendo Fitness 326
BBToday 327

Chapter 24: Ten Web Site Categories for BlackBerry Browsing 329

Weather 330
    AccuWeather.com 330
    Weather.com 330
News 331
    Mobile New York Times 331
    Mobile Newsweek 331
    BBC News 332
    USA Today 332
    ABC News 332
    PR Newswire 333
    Wired News 333
Google 333

DropBooks

Portals 334
RIM's Mobile Homepage 334
Yahoo! Mobile 334
MSN Mobile 335
Business 335
Yahoo! Finance 335
Fidelity Anywhere 336
BusinessWeek Online 336
Travel 336
Sports 337
CBS SportsLine.com 337
ESPN 337
Shipping Information 338
FedEx tracking 338
UPS tracking 338
Shopping 338
Amazon Anywhere 339
eBay 339
Other Browsing Categories 339
BlackBerryGoodies 339
MiniSphere 339
wcities 340
Starbucks Locator 340
MizPee 340

Index *341*

DropBooks

Introduction

Hi there, and welcome to the second edition of *BlackBerry For Dummies*. If you already have a BlackBerry, this is a great book to have around when you want to discover new features or need something to slap open and use as a quick reference. If you don't have a BlackBerry yet and have some basic questions (such as "What is a BlackBerry?" or "How can a BlackBerry help me be more productive?"), you can benefit by reading this book cover to cover. If you bought the first edition of our book and recently got a new BlackBerry, this second edition bridges the gap and gets you up-to-date on the latest innovations added to your device. No matter what your current BlackBerry user status — BUS, for short — we're here to help you get the most out of your BlackBerry.

Right off the bat, we can tell you that a BlackBerry is not a fruit you find at the supermarket but rather is an always-connected handheld device that has e-mail capabilities and a built-in Internet browser. With your BlackBerry, you are in the privileged position of always being able to receive e-mail and browse the Web.

On top of that, a BlackBerry has all the features you expect from a personal organizer, including a calendar, to-do lists, and memos. Oh, and did we mention that a BlackBerry also has a built-in mobile phone? Talk about multitasking! Imagine being stuck on a commuter train: With your BlackBerry by your side, you can compose e-mail while conducting a conference call — all from the comfort of your seat.

That's not all. BlackBerry goes a step further to make it more fun for you to own this device. You can snap a picture with its camera, listen to your music collection, and enjoy watching that video on YouTube.

In this book, we show you all the basics but then go the extra mile by highlighting some of the lesser-known (but still handy) features of the BlackBerry. Your BlackBerry can work hard for you when you need it, as well as play hard when you want it to. (Need we say that we're ready, willing, and able to show you where to get great games for your BlackBerry?)

DropBooks

About This Book

BlackBerry For Dummies, 2nd Edition, is a comprehensive user guide as well as a quick user reference. This book is designed so that you certainly can read it cover to cover if you want, but you don't need to read one chapter after the other. Feel free to jump around while you explore the different functionalities of your BlackBerry.

We cover basic and advanced topics, but we stick to those that we consider the most practical and frequently used. If you use or want to use a certain function of your BlackBerry, we likely cover it here.

This book is also targeted to the latest models as of this writing. Without going into the many model numbers, if you see a trackball in your device, this book is intended for you. If you own a BlackBerry that uses a trackwheel instead of a trackball, you should get the first edition of this book.

Who Are You?

In this book, we tried to be considerate of your needs, but because we've never met you, our image of you is as follows. If you find that some of these images are true about you, this might just be the book for you:

- You have a BlackBerry, and you want to find out how to get the most from it.
- You don't have a BlackBerry yet, and you're wondering what one could do for you.
- You're looking for a book that doesn't assume that you know all the jargon and tech terms used in the PDA industry. (PDA stands for personal digital assistant, by the way. Take that, you jargon, you!)
- You want a reference that shows you, step by step, how to do useful and cool things with a BlackBerry without bogging you down with unnecessary background or theory.
- You're tired of hauling your 10-pound laptop with you on trips, and you're wondering how to turn your BlackBerry into a miniature traveling office.
- You no longer want to be tied to your desktop system for the critical activities in your life, such as sending and receiving e-mail, checking your calendar for appointments, and surfing the Web.

DropBooks

What's in This Book

BlackBerry For Dummies, 2nd Edition, consists of five parts, and each part consists of different chapters related to that part's theme.

Part I: Meet and Greet Your BlackBerry

Part I starts with the basics of your BlackBerry. You know: What it is, what you can do with it, and what the parts are. We describe the differences between owning a BlackBerry with SureType versus a QWERTY keyboard. We also show you how to personalize and express yourself through your BlackBerry. This part wraps up with must-knows about security and where to go for help when you get into trouble with your BlackBerry.

Part II: Getting Organized with Your BlackBerry

Part II deals with the fact that your BlackBerry is also a full-fledged PDA. We show you how to get your BlackBerry to keep your contacts in Address Book as well as how to manage your appointments and meetings in Calendar. We also show you how to create a to-do list and have Calendar manage your to-do's for you so you don't miss a task. As you'll see, most BlackBerry applications interconnect, working hard for you.

Part III: Getting Online and Multimedia with Your BlackBerry

Part III shows you how you can use the true strengths of the BlackBerry — its always connected e-mail and its Web surfing functionality — but it doesn't stop there. We also point out how you can use other forms of messages on the BlackBerry that you might not have known about, such as PIN-to-PIN messages. We also describe the fun features of your BlackBerry, such as using its camera, listening to music, and watching videos. You also find tricks on how to take advantage of your broadband connection and use it for your laptop. And rest assured that your BlackBerry will be a good companion when you're traveling because we also show you how to use its GPS.

DropBooks

Part IV: Working with Desktop Manager

In Part IV, we detail BlackBerry Desktop Manager and show you some of the hoops you can put it through with your BlackBerry, including making backups and installing BlackBerry applications from your PC to your BlackBerry. You also find out how to port data from your older devices — BlackBerry or not — to your new BlackBerry. And we didn't forget to cover important stuff such as data syncing your appointments and contacts with desktop applications such as Outlook and Lotus Notes.

Part V: The Part of Tens

All *For Dummies* books include The Part of Tens, and this book is no different. In Part V, we show you where to get cool BlackBerry accessories, download useful applications, visit useful mobile Web sites, and (of course) get great games to play on your BlackBerry. In addition, we keep this list up-to-date on our Web site at `www.blackberryfordummies.com`.

So Many Models, So Little Time

When you first visit the Web site for Research In Motion (RIM, the brains behind the BlackBerry device), you might be overwhelmed by the many variations of BlackBerry. There are black ones, blue ones, some with colored screens, monochrome ones, ones with QWERTY keyboards, some with a QWERTY-like keyboard (which RIM calls SureType). Whew!

Don't worry, it isn't as complicated as it seems; let us break it down for you. We generally don't like to generalize, but you can pretty much divide BlackBerry into two categories: the SureType and the QWERTY. And why did we make such a separation? You operate the two models a bit differently. But that doesn't mean the functions underneath are different. Beneath the surface, they are quite similar. For example, both models can do e-mail, but how you get to your e-mail application is a bit different in each. It's that simple. Of course, there are other small (yet important) differences, which we denote in this book with a Pearl icon (see the following section).

This book is written with the latest model of the SureType and QWERTY models in mind. If you have a slightly older model, not to worry; you'll find this book useful because the functionality is still similar. You just might discover, however, that some of the newer functions we cover may not be available on your particular (older) BlackBerry. Of course, you can always refer to the first edition of the book.

DropBooks

Icons in This Book



If a paragraph sports this icon, it means we're talking about BlackBerry devices that are provided by your employer.



Text marked with this icon applies only to the BlackBerry Pearl, which uses the SureType technology. Other BlackBerry models use a full QWERTY keyboard. On the Pearl's SureType keyboard, many keys share letters.



This icon highlights an important point that you don't want to forget because it just might come up again. We'd never be so cruel as to spring a pop quiz on you, but paying attention to these details can definitely help you.



This book rarely delves into the geeky, technical details, but when it does, this icon warns you. Read on if you want to get under the hood a little, or just skip ahead if you aren't interested in the gory details.



Here's where you can find not-so-obvious tricks that can make you a BlackBerry power-user in no time. Pay special attention to the paragraphs with this icon to get the most out of your BlackBerry.



Look out! This icon tells you how to avoid trouble before it starts.

Where to Go from Here

If you want to find out more about the book, or have a question or comment for the authors, please visit us at any of the following:

- `www.BlackBerryForDummies.com`
- `www.Dummies.com/go/BlackBerry2e`
- `www.BlackBerryGoodies.com` — where we answer your submitted questions!

Now you can dive in! Give Chapter 1 a quick look to get an idea of where this book takes you, and then feel free to head straight to your chapter of choice.

DropBooks

Part I

DropBooks

Meet and Greet Your BlackBerry



"You can do a lot with a BlackBerry, and I guess dressing one up in G.I. Joe clothes and calling it your little desk commander is okay, too."

DropBooks

In this part . . .

The road to a happy and collaborative relationship with your BlackBerry starts here. Chapter 1 covers all the nuts and bolts: how the BlackBerry works, its look and feel, and connectivity. Chapter 2 describes the major differences between BlackBerry models. Chapter 3 discusses customizing your BlackBerry and also offers timesaving shortcuts.

DropBooks

Chapter 1

Your BlackBerry Is Not an Edible Fruit

In This Chapter

- A berry, berry long time ago
- Checking out your BlackBerry behind the scenes
- Seeing what your BlackBerry can do
- Meeting and greeting your BlackBerry
- Not sweating the minor stuff

Because you're reading this book, you probably have a BlackBerry (um, and we're pretty sure that you're not eating it). We're just curious, though — what actually convinced you to buy this particular handheld mobile device? Was it the always-connected e-mail? Or the wireless calendar sync? Was it the QWERTY keyboard? Or was it the really good sales pitch? We know; the list could go on and on — and we might never hit on the exact reason why you got yours. In fact, for some of you, your company simply handed you one. For whichever reason you bought or acquired your BlackBerry, congratulations; you made an intelligent choice.

The same smarts that made you buy or obtain your BlackBerry are clearly at it again. This time, your native intelligence led you to pick up this book, perhaps because your intuition is telling you that there's more to this BlackBerry than meets the eye.

Your hunch is right. Your BlackBerry *can* help you do more things than you could ever think of. For example, your BlackBerry is a whiz at making phone calls, but it's also a computer that you can use to check your e-mail and surf the Web. We're talking *World Wide* Web here, so the sky's the limit. Help is always at your fingertips rather than sitting on some desk at home or at the office. Need to check out the reviews of that restaurant on the corner? Need to know (right now) what's showing in your local movie theaters, or what the weather will be later tonight, or the best place to shop? Need to get directions to that cozy bed and breakfast, or news headlines, or stock quotes?

DropBooks

Want to do some online chatting or view some pictures online? You can do all these things (and more) by using your BlackBerry.



BlackBerry is also a full-fledged personal digital assistant (PDA). Out of the box, it provides you with the organizational tools you need to set up to-do lists, manage your appointments, take care of your address books, and more.

Being armed with a device that's a phone, an Internet connection, and a PDA all built into one makes you a power person. With your BlackBerry (along with this resourceful book), you really can increase your productivity and become better organized. Watch out, world! Person bearing a BlackBerry coming through!

If you stick with us throughout this book, you find out all you need to get the most out of your device or maybe even stave off (or save) a troubled relationship. (Well, the last one is a bit of an exaggeration, but we got your attention, right?)

Know Your BlackBerry History

Your BlackBerry is truly a wondrous thing, boasting many features beyond your ordinary mobile phone. And its "sudden" popularity didn't happen overnight. Like any other good product out there, BlackBerry has come a long way from its (relatively humble) beginnings.

In the days when the PalmPilot ruled the PDA world, Research In Motion (RIM, the maker of the BlackBerry) was busy in its lab, ignoring the then-popular graffiti input method to design its own device with a QWERTY keyboard — the kind of keyboard people were already used to from working on their PCs. RIM didn't stop there, however. It added an always-connected e-mail capability, making this device a must-have among government officials as well as professionals in the finance and health industries.

To meet the needs of government officials and industry professionals, RIM made reliability, security, and durability the priorities when manufacturing its devices. Today, the BlackBerry comes from the same line of RIM family products, inheriting all the good genes while boosting usability and adding more functions to its core BlackBerry applications. As a result, BlackBerry is popular among not only *prosumers* (professional customers) but also consumers. RIM is also blurring the line between prosumers and consumers with new models such as the BlackBerry 8300 model, which sports both a QWERTY keyboard and 2 mega-pixel camera. Essentially, 8300 is the marriage between the BlackBerry Pearl and the BlackBerry 8800 model.



DropBooks

Throughout the book, you see sections that apply to prosumers/enterprise users, indicated by the icon you see here in the margin. If your BlackBerry was given to you by your employer and your device is set up so that you can use only your company e-mail address for e-mailing, you can consider yourself an enterprise user.

On the other hand, if you bought your BlackBerry on your own from a network service provider, such as T-Mobile or Cingular or Vodafone, consider yourself a consumer.

Why the division? It's simple. A few features, such as the wireless address book lookup or wireless calendar sync, need the BlackBerry Enterprise Server to be connected to a central e-mail server. Such a connection is often available in large corporations, but no individuals that we can think of would have their own private BlackBerry Enterprise Server. (Although anything's possible, we suppose.)

How It All Works: The Schematic Approach

For those who always ask, "How do they do that?" you don't have to go far; this little section is just for you.

The role of the network service provider

Along with wondering how your BlackBerry actually works, you might also be wondering why you didn't get your BlackBerry from RIM rather than from a network service provider such as Cingular or T-Mobile. Why did you need to go through a middle-person? After all, RIM makes BlackBerry.

Those are excellent questions — and here's the quick-and-dirty answer. RIM needs a delivery system — a communication medium, as it were — for its technology to work. Not in a position to come up with such a delivery system all by its lonesome, RIM partnered (and built alliances across the globe) with what developed into its network service providers — the usual suspects (meaning the big cellphone companies). These middle-providers support the wireless network for your BlackBerry so that you have signals to connect to the BlackBerry Internet Service — and get all those wonderful e-mails (and waste so much valuable time surfing the Internet). See Figure 1-1 for a schematic overview of this process.

DropBooks

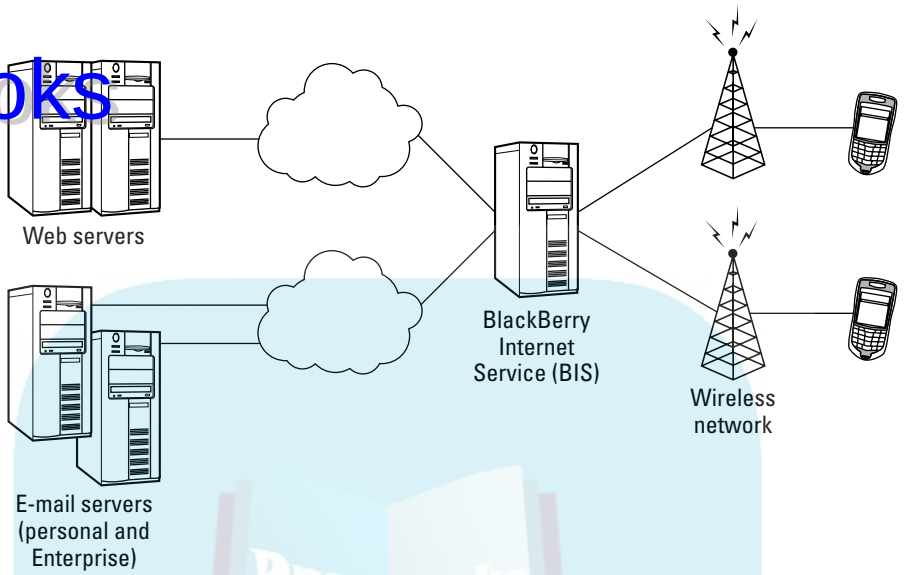


Figure 1-1: Your e-mail travels to your BlackBerry through service providers.

Network service providers don't build alliances for nothing, right? In return, RIM gave them the right to brand their names on the BlackBerry they offer for sale. For example, a T-Mobile BlackBerry looks different from a similar model you get from Vodafone. Which leads to another question: Do BlackBerry functionalities differ from phone model to phone model? Quick answer: On the core BlackBerry applications (such as Tasks and Address Book), you find no major differences. Other features, such as Instant Messaging, might or might not be supported by the network service provider. (See Chapter 9 for more details on Instant Messaging.)



Just to keep the score card straight, when we talk about features available from one network service provider that aren't available from others, we point that out.

Connecting to your personal computer

Nowadays, a personal computer is a household necessity. We spend so much time on them, and so much information is stored in them. No surprise that BlackBerry works hand-in-hand with your PC. The USB cable that comes with your BlackBerry does more than just charge your device. Part IV guides you in making use of this important connection with the help of BlackBerry Desktop Manager and all the utilities that come with it. You find discussions in Chapter 16 on how to sync your device with the Personal Information Manager data that you keep in your PC. Chapter 17 talks about installing new

DropBooks

applications to your BlackBerry with the help of your PC. You can also read Chapter 18 for directions on how to make the switch from another device (even a non-BlackBerry device) to a new BlackBerry. For example, you find out how to import your contact list into your new BlackBerry. Last, Chapter 19 guides you on how to back up almost anything in your BlackBerry.

Connecting to the Enterprise

Down, Trekkies! We're not talking about hooking up with Captain Kirk. RIM's initial markets were enterprises and governments, and e-mail was the key to RIM's success. And yet, BlackBerry is so much more than simply e-mail capability, and enterprises and governments quickly figured that out. A company that uses BlackBerry service has the option of integrating e-mail service, as well as calendar service, to its own enterprise software: Microsoft Exchange, Lotus Domino, or whatever. Such software likely existed on the company network before it started using BlackBerry, so the company was already heavily invested in it. RIM's decision to enable integration of its service within the framework of existing enterprise servers made good business sense.

BlackBerry Enterprise Server

To integrate corporate e-mails and calendaring, RIM provides a connector to its service to and from a corporate network. This software is *BlackBerry Enterprise Server* (BES), which is the glue that connects the RIM network with a corporate network. Using BES, a company can have full control over what its employees can and cannot do with their devices. For example, a company's BES administrator could opt to disable PIN-to-PIN (personal identification number) messaging. This messaging system is supposedly more private than sending messages between e-mail accounts because PIN messages are sent directly from one device to another without going through a central corporate server. (See Chapter 9 for more details about PIN-to-PIN messaging.) A company's administrator can also enable or disable the downloading and installation of applications to your device. Such control provides important flexibility for a corporation when security is an integral part of day-to-day operation.

One of the most important features of BlackBerry Enterprise Server is its Mobile Data Service (MDS). MDS answers the challenge of extending corporate data within the corporate network without jeopardizing security. MDS allows companies to make all BlackBerry browsers follow the existing constraints of Internet browsers inside a corporate network. For example, if the firewalls on your corporate network prevent you from going to potentially malicious sites, you're not going to be able to use your BlackBerry browser to go to said sites — the same rules apply, in other words. With MDS, your BlackBerry can be considered part of your corporate network, following all the rules that your network firewalls are set up to enforce.

DropBooks

Connecting wirelessly

From the get-go, e-mail is always connected to your e-mail server wirelessly. Then comes calendaring, where your appointments are synchronized to your company's calendaring system. RIM did not stop there. Version 4.0 of BES is a leap forward for the BlackBerry platform. It supports *wireless everything* sync, allowing you to sync all your PIM data (including notes, tasks, and address book) wirelessly. Most of the utilities you found on the desktop side can now be accomplished wirelessly.

Connecting through a desktop computer

In addition to the wireless side of BlackBerry, there's the wired side of connecting to enterprise data. The same utilities and functions that are available to you if you have a personal device are available to you when you have a BlackBerry from your company. But there's more in version 4.0 of your device's OS and version 4.0 of BES. RIM deployed Handheld Manager for the desktop. This application allows the device to use the network connection in your PC for any communication to the BES. If your device is connected to your company's PC and Handheld Manager is running, e-mails do not go through the phone provider's network. They go straight from your e-mail server to the BES server and to your device.

Doing the BlackBerry world-traveler thing

If you received your BlackBerry from T-Mobile or Cingular, chances are that your BlackBerry will continue to work when you travel to, say, London or Beijing. All you need to worry about is turning on your BlackBerry (and maybe the extra roaming charges). Because your BlackBerry is quad band, it will work in more than 90 countries. What is quad band? Basically different cellphone networks in different countries operate in different frequencies. For example, the United States operates 850 and 1900 MHz; Canada operates 850 and 1900 MHz; and Europe and Asia Pacific operate 900 and 1800 MHz. Your BlackBerry is designed to work in 850 MHz, 900 MHz, 1800 MHz, and 1900 MHz, so you are covered no matter where you go — well, almost. Check with your network service provider before you hop on a plane, just to be sure.

Two dominant technologies compete in the worldwide cellphone industry today:

- **Code Division Multiple Access (CDMA):** This is available in the United States through Verizon Wireless.
- **Global System for Mobile Communication (GSM):** This is a tad older than its CDMA rival.

DropBooks

Nothing stands still in this world, and this saying is proven by the fact that GSM has spawned Global Packet Radio Service (GPRS) and Enhanced Data rates for GSM Evolution (EDGE), next-generation technologies that have been growing in popularity because they work on the same GSM phone infrastructure. This combo GSM/EDGE is available in the U.S. through most of the major network service providers. As you might have guessed, GSM/EDGE competes in the marketplace against CDMA.

Why is this a factor? Or to put this more bluntly, what's it to you? Well, because CDMA and GSM/EDGE aren't compatible — which is what happens when you have competing technologies going for all the marbles in the marketplace — your phone works on only one technology. When you travel outside North America, you face the burning question: "CDMA or GSM/EDGE?" (The nonacronym version of this question is "Will my BlackBerry work on this country's network or won't it?") If you currently work with GSM/EDGE, you should be okay because most non-North American countries are on GSM/EDGE networks. If you're a CDMA kind of person, you might have some "issues," as they say. When in doubt, talk to your network service provider.

Oh, the Things You Can Do!

Always-connected e-mail is still what makes BlackBerry very attractive and is likely first in the long list of reasons why you got your BlackBerry in the first place. And, if you need to go global, you can use your BlackBerry in more than 90 countries. Just hop off your flight, turn on your BlackBerry, and voilà: You can receive and send e-mails whether you are in Hong Kong, London, Paris, or New York. Your significant other can get in touch with you wherever you are — just to say hi or to remind you that you promised Aunt Edna a case of Chanel No. 5. (One caveat here — you need to make sure that your network service provider has the technology to go global. See the preceding section, "Doing the BlackBerry world-traveler thing," for more info.) Generally speaking, you can receive and send e-mails just like you do when you're home.



Although e-mail is BlackBerry's strength, that's not the only thing it can do. This section goes beyond e-mail to point out some of the other major benefits you can get from your device.

All-in-one multimedia center

Previously, many consumers were hesitant about purchasing a BlackBerry due to the lack of multimedia functions such as a camera and audio and video playback. The BlackBerry Pearl changed all that and has more features than the typical consumer expected. Not only does the Pearl have a high-resolution camera, 1.3 mega-pixels to be exact, but it also has a memory slot for a

DropBooks

microSD chip (see Chapter 2). Since the BlackBerry Pearl, RIM has added the multimedia features (except the camera, which isn't part of the 8800 model) to all BlackBerry models, including the BlackBerry Curve. What does that mean? Well, it means that your BlackBerry can function as an mp3 player, a portal video player, a portable flash drive, and your personal photo collection. It's like having an iPod and then some. Can your iPod do the following?

Internet at your fingertips

Yup, you can browse the Web with your BlackBerry. Even better, you can continue chatting with your friends through Instant Messenger, just as if you never left your desktop computer. You can also get up-to-the-minute information when you want it, when you need it. Just imagine getting an alert when your stock is tanking. True, that's not a good thing to happen, but this is information you want as fast as possible.

If you're not into stocks, how about getting sports and weather information? Or maybe traffic alerts? Say you want to know the best restaurants in town for that special evening — birthday, anniversary, or first date. Many services that are available on the Internet are also available to you on your BlackBerry.

Intrigued? Your questions about how your BlackBerry can take advantage of the Web are answered in due time (in Chapter 10, to be precise).

Me and my great personal assistant

You might be saying, "But I'm really a busy person, and I don't have time to browse the Web. What I *do* need is an assistant to help me better organize my day-to-day tasks." If you can afford one, by all means go ahead and hire a personal assistant. If not, the next best thing is a personal *digital* assistant (PDA). Many PDAs are on the market, and the most popular ones are those marketed by Palm and WinCE. Getting a PDA can be a big help — and mucho less expensive than hiring a secretary.

So, are we telling you to go out and buy a PDA? No way! Put away that credit card because you don't need to go that route. Whip out that BlackBerry of yours and take a closer look. That's right, your BlackBerry is also a full-fledged PDA, able to help you remember all your acquaintances (see Chapter 4), manage your appointments (Chapter 5), keep a to-do list (Chapter 6), and much more.

In Chapters 4–7, you can read up on all the tricks and tips for managing your life by using your BlackBerry. Heck, we even show you how BlackBerry

Calendar can be wirelessly synced with Outlook Calendar (Chapter 5). Talk about an informational cornucopia!

DropBooks

A computer in the palm of your hand

A remarkable communication device? Check. A full-fledged PDA? Check. A BlackBerry is a pretty sophisticated product, but what we've described so far is just the tip of the iceberg. Don't underestimate the device because of its size: Your BlackBerry is also a powerful computer.

Need convincing? Here goes. Out of the box, it comes with a great set of organizational as well as productivity tools. These tools are programs developed by RIM to run on this device's firmware (its operating system, or OS). You can find out more about these tools in the rest of the book: Chapter 5 talks about managing your appointments; Chapter 6 details how to keep track of your tasks and keep your password safe in a central location; Chapter 7 guides you in using your BlackBerry for taking notes and making calculations. In Chapter 9, you also find more on messaging tools for enhanced collaborations. With the growing popularity of the device, software developers outside of RIM are taking advantage of this growing market — which means hundreds of applications are now out there for you to download.

Download? Absolutely! BlackBerry supports the downloading of applications through BlackBerry Browser. And of course, it's wireless (see Chapter 10). For example, you can download more productivity tools such as spreadsheet applications or applications to view and edit office documents written in Word or other word processing programs. The number of BlackBerry applications is growing — and growing fast.



To be honest, there's no way to foresee how many applications will be on the market when this book is published. And the price of an application varies, depending on how sophisticated the program is, so we can't really give firm numbers. But if you're curious, check out Chapter 16 and the Part of Tens, where we describe some of the best business applications out there. You should be able to find some treasures suited to your field of work.

Does all this talk about productivity tools make your eyes glaze over? Well, "All work and no play" does something or other, so we have no qualms about shifting toward the more fun topics, such as games. BlackBerry comes out of the box supplied with a number of games, but you should look upon these merely as appetizers (or at least the free candy that gets you wanting more). If you do find yourself wanting more, go to the candy store — that is, the Web — to find an infinite variety of games designed for your BlackBerry. Chapter 22 highlights some of the more fun games out there, all available for downloading.

DropBooks

Look Dad, no hands!

Your BlackBerry is equipped with an earphone that doubles as a mike for hands-free talking. This accessory is your doctor's prescription for preventing the stiff neck that comes from wedging your BlackBerry against your ear with your shoulder. At the very minimum, it helps free your hands so you can eat Chinese takeout. And, if you happen to be a New York resident, you're required by law to use an earphone while driving when you use a cellphone. (Not that we recommend using your cellphone while driving, but if you really need to make that call, going hands free is better and safer.)

But RIM didn't stop with just your standard (wired) earphones. BlackBerry also supports cool, new wireless earphones/mikes — the ones based on Bluetooth technology. "But how could a bizarrely colored tooth help me here?" you might ask. Fooled you! *Bluetooth* is the name for a (very) short-distance wireless technology first used to connect simple devices such as computer accessories, but now becoming more common on cellphones, specifically wireless earphones/mikes. See Chapter 11 for how to connect your BlackBerry to a Bluetooth headset.

Final BlackBerry Tidbits!

The main concerns most of us have when buying a product are quality and reliability. Will the product last? Will it perform as the flier says? Will I regret having bought this item six months down the road? This section looks at some of the hardware features that make buying the BlackBerry device a wise purchase.

Power efficiency

Now, anyone who has had an ear to the ground regarding BlackBerry knows its reputation as a highly efficient little machine when it comes to power consumption. If you had the old 6000 series, you know that the device could run for two weeks without recharging. At the onset, RIM designed its devices to consume power effectively.

With the addition of colored and high-resolution screens, the much-vaunted power efficiency has gone down somewhat, especially with newer models such as the 8800 series that features a GPS. Power requirements on these devices have increased to such an extent that you need to recharge roughly every two to three days. Realizing that this is a bit of a hassle, we offer a section in Chapter 3 where we spell out some tips on prolonging the life of your battery, especially when you're traveling.

DropBooks

Memory management

We know that memory is the last thing on people's minds when they buy a BlackBerry. Not many know the role ample memory plays for a device because you definitely have ample free memory on your device when you first receive it. The thing is, though, that this memory does not grow as you use the BlackBerry. You're stuck with a fixed amount of memory, which can prove limiting over time. As you install more and more applications, this free memory gets used up. In fact, you could eventually run out of memory altogether.

Does your device die when you run out of memory? No, thank goodness. Your BlackBerry is capable of monitoring free memory. If your BlackBerry is ever in danger of reaching the upper limits, it has a memory management program that cleans house to free this limited resource.

BlackBerry applications right out of the box are capable of figuring out what data just isn't that important. For example, BlackBerry Browser caches data to enhance your experience when browsing the Web. *Caches* use local copies of Web pages to speed up the reloading of previously visited Web sites, so they are generally good things to have around. However, this cache also takes up space. When the OS tells Browser that the device is reaching its upper memory limit and it needs to do some housecleaning, Browser deletes this cache. This is also true for Message, which deletes e-mails you've already read, starting from the oldest and working its way backward.

Curious about how much available space your device has? Using your trackball, scroll to highlight the options (wrench) icon on the BlackBerry Home screen, and then press the trackball. Scroll through the list and click Status. On the Status screen, File Free tells you how much space is available.

A sentry is always on duty

Throughout the history of human existence, we've seen some nasty things that human beings are capable of doing. Unfortunately, the virtual world is not exempt; in fact, every day a battle is fought between those who are trying to attack a system and those who are trying to protect it. Included among those attacking the system are those who are trying to steal corporate data for their advantage, as well as individuals trying to steal personal data to carry out identity theft.

A computer connected to the Internet faces an extra risk of being hacked or becoming infected by a computer virus intent on simply annoying the heck out of you or (even worse) wreaking havoc on your computer. Fortunately, security is one of the strong points of the BlackBerry. RIM has features built into its software that allow companies to curtail activities for their

DropBooks

BlackBerry users that they deem risky, such as installing or running a third-party application. Data transmitted on and from the device is encrypted so that possible snooping is prevented. RIM also has a Signature process for application developers, which forces developers to identify themselves and their programs if they are developing any applications running on the BlackBerry platform that need to integrate with either BlackBerry core applications or the OS.

Remember the *I love you* and *Anna Kournikova* viruses? These are virtual evils transmitted through e-mail, a script, or sets of instructions in the e-mail body or attachment that can be executed either by the host e-mail program or, in the case of an attachment, by the program associated with the attached file. Fortunately, BlackBerry's Messages does not support scripting languages. As for attachments, out of the box, BlackBerry supports very few file types, mostly images and text documents. BlackBerry's viewer for such files doesn't support scripting either, so you won't be facing threats from e-mails having these attachments.



The security measures RIM implemented on the BlackBerry platform have gained the trust of the U.S. government as well as many of the Forbes Top 500 enterprises in the financial and health industries.

DropBooks

Chapter 2

Navigating the BlackBerry

In This Chapter

- Signing up, or BlackBerry Anatomy 101
- Understanding general navigating guidelines

Regardless of whether you previously owned a BlackBerry or not, you might have heard that the new BlackBerry is totally different. You might be asking, how do you spot a new BlackBerry? Looks aren't deceiving in this case. From the outside, the new BlackBerry is a lot slimmer than the older BlackBerry handhelds. It has a brighter and higher resolution screen. But what makes it fundamentally different is the fact that it has a *trackball*.

What? No more trackwheel? Where is the trackball? What can you do with it? How can you navigate your BlackBerry better with the trackball? Those are some of the questions that we answer in this chapter. Bear with us and you will be master of your BlackBerry in no time.

Anatomy 101: The Body and Features of Your BlackBerry

In this section, we show you all the keys and features on your BlackBerry. The three models are shown in Figures 2-1, 2-2, and 2-3.

DropBooks



Figure 2-1: Main BlackBerry features on a BlackBerry Curve.



Figure 2-2: Main BlackBerry features on a BlackBerry Pearl.

DropBooks



Figure 2-3: BlackBerry 8800, similar to a BlackBerry Curve.

First, the major features:

- **Display screen:** The graphical user interface (GUI) on your BlackBerry.
- **QWERTY keyboard:** The input for your BlackBerry, very straightforward.
- **SureType keyboard:** The input for your BlackBerry Pearl. We cover how to type with the SureType keyboard.
- **Escape key:** This key is used to cancel a selection or return to a previous page within an application. If you hold it down, it returns you to the Home screen from any program.
- **Menu key:** This key displays the full menu of the application you are using.
- **Trackball:** You navigate the display screen of your BlackBerry with the trackball. It allows you four directional movements. When you press the trackball, the short menu of the application you are using appears.



DropBooks

- **Convenience keys:** Depending on the BlackBerry model you have, you have one or two convenience keys. By default, the convenience keys are preprogrammed to open an application. In Chapter 3, we show you how to reprogram the convenience keys so they display the programs you use the most.
- **microSD slot:** Although it is hidden inside your BlackBerry and can be revealed only by removing the battery, the microSD slot is a crucial element to your BlackBerry media experience.
- **Send key:** Because your BlackBerry can also function as a cellular phone, this key allows you to go straight to the Phone application, regardless of which application you are currently using. When you are already in the Phone application, the send key starts dialing the number you entered.
- **End key:** While on a phone call, use this key to end your call. If not on a phone call, this key allows you to jump straight back to the Home screen, from wherever you are.
- **Power key:** Press and hold the Power key to turn your BlackBerry on or off. On the 8800, pressing Power also turns on extra backlight. This key is very useful when you're in direct sunlight.
- **Mute key**: Mutes a call when on a call.



If you owned an older BlackBerry (one with a trackwheel), the menu key basically replaces the trackwheel click. With the new BlackBerry, you can also click the trackball to confirm selection choices.

Two types of context menus can appear on your BlackBerry, as shown in Figure 2-4.

- **Full menu:** This menu lists all the options and features you can perform (Figure 2-4, left).
- **Short menu:** This is an abbreviated list of the full menu list (Figure 2-4, right).

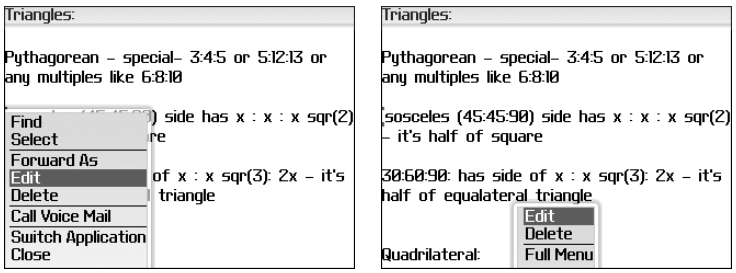


Figure 2-4: Examples of a full menu and a short menu in the Memo application.

DropBooks

Display screen

When you first turn on your BlackBerry, the display screen displays the *Home screen,* which is your introduction to the graphical user interface (GUI) of your BlackBerry. The different icons represent the different applications found in your BlackBerry. See Figure 2-5 for examples of what your Home screen might look like.

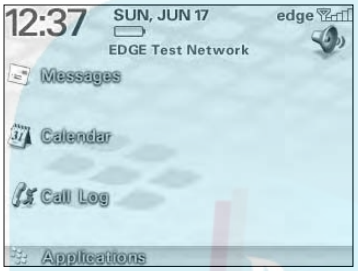


Figure 2-5: Your BlackBerry might come with a different default theme.



Depending on the theme you're using, you might see your applications listed in text form rather than as icons. Remember that how your GUI looks depends on how you want it to look because the font and theme are customizable. For more on personalizing your BlackBerry, see Chapter 3.

QWERTY keyboard

For those non-BlackBerry Pearl owners, this section is for you.

Unlike some PDA manufacturers out there — they know who they are — RIM chose as the input method for the BlackBerry the same QWERTY keyboard you know and love from your personal computer. We think that was a great decision because it means that we don't have to master some new way of writing — graffiti or whatever — to get data into our BlackBerry. All we have to do is type on a keyboard — and we already know how to do that.

Whether you use your pinky or your index finger, how you type on your BlackBerry is up to you. However, most people find that typing with two thumbs is the most efficient way to type on a BlackBerry.

DropBooks

SureType keyboard



If you have the BlackBerry Pearl, this section is for you. The Pearl doesn't have a full QWERTY keyboard; rather, it works with a QWERTY-based keyboard known as the *SureType* keyboard. The idea here is that many keys share letters (refer to Figure 2-2 to see how this looks) and that the SureType technology is smart enough to find what key combinations come up with the words you want. Basically, with SureType, you can now type with only one thumb, and your BlackBerry Pearl learns the words that you frequently use.

Here are tips to speed up the learning curve when using SureType technology:

- **Always finish typing a word before correcting it.** This way, SureType learns what you want to type next time.
- **If SureType gets the word you're typing right on the first try, simply use the Space key to move on instead of clicking the trackball or pressing enter.**
- **Take advantage of Custom Wordlist, which is a list of words that you define.** More on this later in this section.
- **Type! Type! Type!** Because SureType learns how you type, the more you use it, the smarter it becomes in adapting to your style.

SureType versus multitap

On your Pearl, you can type in another mode: *multitap.* The regular way — at least we think of it as the regular way — is the multitap approach. The best way to explain multitap is by example: Say you want to type an **h** character on the Pearl. You search out the *h* on your keyboard but then notice to your dismay that the *h* shares a key with the letter *g*. What's a person to do? Do you really want to go through life writing *GHello* for *Hello?*

Actually, there's a perfectly easy solution to your problem. To get the letter *g,* you tap the GH key once. To get the letter *h* — the second letter in the key's pair — you tap the key twice — hence, the term *multitap.*

What about SureType? When you are in SureType mode, your Pearl tries to help you do the communication thing by figuring out what word you are typing. For example, if you want to type the word **hi**, you start by pressing the GH key and then the UI key. Doing so prompts SureType to display a list of words it thinks might be what you're aiming for, as shown in Figure 2-6. If the first listed word is what you want, simply press the Space key. The word is automatically selected, and you can continue to type. If what you really wanted to type appears a little later in the list, simply scroll to it by using the trackball and press the trackball to select it. Over time, SureType learns the words you're most likely to use and sticks those at the front of the list. Yup, that's right — it gets smarter the more you use it.

DropBooks



Figure 2-6: Now, did you want to type **hi** or **gi**?

Custom Wordlist

SureType keeps all the words it has learned in a safe place — a Wordlist, to be precise. It turns out that you can review your SureType Wordlist — and even add to it — using the Custom Wordlist option. (Using this option to add words or proper names to the list means that SureType doesn't have to learn them when you are in the act of typing.)

To see or add words by using the Custom Wordlist option, follow these steps:

1. **From the Home screen, press the menu key and then select the options (wrench) icon.**
2. **Select Custom Wordlist.**

   This opens Custom Wordlist. This is where you can see all the words that SureType has learned. (If you purchased your BlackBerry recently, there might be only a few words or even no words in this list, depending on how often you've used SureType mode to type.)
3. **From within Custom Wordlist, press the menu key and then select New.**

   Doing so brings up a dialog box prompting you to type in a new word, as shown in Figure 2-7.
4. **To save your changes, press the menu key and then select Save.**



Figure 2-7: Adding our favorite **btw** to Custom Wordlist.

DropBooks

Getting people's names right is tough with SureType, but thankfully, you can make sure that SureType automatically learns all the names in Address Book as follows:

1. **From the Home screen, press the menu key and then select the options icon.**
2. **Select Language.**

   You now see the Language option screen, where the handy Input Option button makes its home.
3. **Scroll to the Input Option button and select it.**

   This displays the Fast Options screen with the following options:

   - *Frequency Learning:* If turned on, the word used most frequently appears first in the SureType Wordlist while you type.
   - *Auto Word Learning:* If turned on, SureType learns as you type.
   - *Use Address Book as Data Source:* If turned on, SureType learns all the names in your Address Book.
4. **Make sure the Use Address Book as Data Source option is turned on.**

   If it isn't, scroll to this field, press the trackball, and then select On from the drop-down list.
5. **To save your changes, press the menu key and then select Save.**

Escape key

Simple yet useful, the escape key allows you to return to a previous screen or cancel a selection. The escape key is the arrow key to the right of the trackball.

Trackball

You can perform two functions with the trackball: scrolling and pressing down. When you scroll with your trackball, you can navigate the display screen in four directions. In a text-filled screen such as the body of an e-mail, you can usually navigate through the text in four directions.

Depending on where you are on the BlackBerry's screen, different situations determine what happens when you press the trackball, also called the trackball click:

DropBooks

- **Display a drop-down list:** When you are in a choice field, pressing the trackball displays a drop-down list of choices for that field.
- **Confirm a choice:** The trackball can also function as a confirmation key. For example, when you need to select a choice in a drop-down list, you can press the trackball to confirm the highlighted choice.
- **Display a short menu:** When you are in a text-filled screen (e-mail body or Web page), pressing the trackball displays a short menu (refer to Figure 2-4, right), which is just an abbreviated version of the full menu. You get the full menu by pressing the menu key.

Menu key

The menu key brings up the full menu for the application you are using. When you are on the Home screen, pressing the menu key displays a list of applications installed on your BlackBerry. If you want to change the order of the applications in the list, see Chapter 3.



The behavior of the menu key when you are on the Home screen depends on the BlackBerry theme. The behavior just described is based on the default theme. See Chapter 3 for more on changing themes.

The microSD slot

Your BlackBerry comes with some internal memory, 64MB to be exact, but a good chunk of that is taken up by applications that came with your BlackBerry. If you are a music or video fan, you know that 64MB is not going to hold anything entertaining. But no need to worry. The folks at Research in Motion have incorporated a microSD slot into your BlackBerry so you can add extended memory and store all the media files you want in your BlackBerry.

You can purchase a microSD card separately for a relatively low price these days. At the time of this writing, a 2GB microSD card costs $25.

To insert a microSD card, remove your battery cover and then remove your battery. At this point, you can open the microSD door and insert your microSD card, and then close the microSD door. Figure 2-8 shows the slot on the BlackBerry Pearl and Figure 2-9 shows the one on the BlackBerry.

DropBooks



Figure 2-8: The place to insert your microSD slot (upper-right corner) for the BlackBerry Pearl.



Figure 2-9: The place to insert your microSD slot for the BlackBerry.

General Navigation Guidelines

DropBooks

Like the cheat sheet at the front of the book, as well as throughout the book, we show you shortcuts that are applications specific. In this section, however, we go over general shortcuts and navigation guidelines. On a Web page or an e-mail full of text, you can perform the following tasks:

- Move to the top of the page: Press the t key.
- Move to the top of the bottom of the page: Press the b key.
- Move to the top of the next page: Press the Space key.
- Select a line: Press and hold the Shift key and scroll the trackball horizontally.
- Select multiple lines: Press and hold the Shift key and scroll the trackball vertically.
- Copy selected text: Press and hold the Shift key and press the trackball.
- Cut selected text: Press and hold the Shift key and press the delete key.
- Paste text: Press and hold the Shift key and press the trackball.
- Insert an accented character: Hold down a letter key and scroll the trackball.
- Insert a symbol: Press the Sym key and press the letter below the symbol.
- Cap lock: Press the Alt and right Shift keys.
- Num lock: Press the Alt and left Shift keys.



Here are the keys for the BlackBerry Pearl:

- Num lock: Press Shift and Alt.
- Move to the top of the page: Press the ER key.
- Move to the top of the bottom of the page: Press the CV key.
- Move to the next page: Press the M or Space key.
- Move to the previous page: Press the UI key.
- Move to the next line: Press the BN key.
- Move to the previous line: Press the TY key.
- Switch between multitap and SureType mode: When typing in a text field, press and hold the * key.

DropBooks

Switching applications

When you are navigating in an application, an option called Switch Application appears when you press the menu key. Switch Application, which is similar to Alt+Tab under Windows, lets you multitask between applications (see Figure 2-10).



Figure 2-10: Switch application menu.

Another way to switch applications is to press the Alt and escape keys. (The Alt key is located to the left of the Z key, and the escape key is the arrow key to the right of the trackball.)



If you always use a particular application, such as the Tasks application, you can program the convenience key so you can get to your favorite application even more quickly than by using the Switch Application function.

Changing options

Throughout this book, you see examples of an options field being changed to a different value. The easiest way to change the value in a field is to first use the trackball to scroll to the field. Then press the trackball to display a drop-down list of choices (see Figure 2-11), and finally press the trackball again on your choice.



Figure 2-11: An example of an option field's drop-down list.

DropBooks

Other Pearl shortcuts

- **Switch between current profile and vibrating profile:** From the Home screen, press and hold the # key. If you don't know what a profile is, refer to Chapter 3.
- **Key lock your Pearl:** From the Home screen, press and hold the * key.

General Keyboard Shortcuts



If you have a BlackBerry Pearl, this section does not apply to you. All the shortcuts described here are for QWERTY-based BlackBerry models only.

In many instances in this book, when we ask you to go to a BlackBerry application (Profile, for example), you have to first scroll to it from the Home screen and then click the trackball. You might be thinking "Hey, there must be a shortcut for this," and you're right. This section covers such general keyboard shortcuts, all in the name of making your life easier. (Shortcuts that are more application specific are covered in the chapter dealing with the particular application.)

Before you get all excited about shortcuts, there's one bit of housekeeping you need to take care of. To use some of these general keyboard shortcuts, you first have to make sure that the Dial from Home Screen setting — buried deep within the Phone application — is turned off.

Enquiring minds want to know, so we'll tell you. The Dial from Home Screen option is designed for users who make frequent BlackBerry phone calls. If you are not a frequent phone user and want to access all applications with a press of a button, get ready to ditch Dial from Home Screen:

1. **From the BlackBerry Home screen, highlight the Phone application and then press the trackball.**
2. **Press the menu key and then select the options icon.**

   A screen listing a range of options appears.
3. **Select General Options.**

   The General Options screen appears.
4. **Highlight the Dial from Home Screen field and then select No.**

   Doing so shuts down the Dial from Home Screen option, enabling you to use Home screen shortcuts.
5. **To confirm your changes, press the trackball and then select Save from the menu that appears.**



If you're a frequent phone user on your BlackBerry, as opposed to an e-mail or Internet user, you might not want to turn off the Dial from Home Screen feature.

DropBooks

Using Home screen shortcuts

After you disable the Dial from Home Screen feature, you are free to use any Home screen shortcut. (The name for these shortcuts is actually a pretty good fit because you can use these shortcuts only while you are on the Home screen.)

Okay, here goes. To call up the application listed in the first column of Table 2-1, press the key listed in the table's second column.

Table 2-1 Home Screen Shortcuts

Application	*Shortcut Key*
Messages	M
Saved Messages	V
Compose	C
Search	S
Address Book	A
Alarm	R
Tasks	T
Profile	F
Browser	B
Calendar	L
Calculator	U
MemoPad	D
Keyboard Lock	K
Phone	P

DropBooks

Other (non-Home screen) shortcuts

The following shortcuts can be used at any time, regardless of which screen you're currently in — or whether you have Dial from Home Screen enabled, for that matter:

- **Device Reset (also known as the *3-Button Salute*):** Pressing Alt+cap+Del forces a manual reset, which is just what you need when your BlackBerry has crashed or when you install an application and it needs a manual reset. You can achieve the same result by pulling out the battery from the back of the BlackBerry.
- **HelpME:** In the BlackBerry world, SOS is actually spelled Alt+cap+H. Use it when you're on the phone with technical support. (It gives them info such as your BlackBerry PIN, memory space, and BlackBerry version number so they have information about your BlackBerry when they try to troubleshoot your problems.)

  Note: Your BlackBerry PIN isn't a security password; rather, it is a unique number that identifies your BlackBerry, sort of like a serial number. But unlike a serial number, you can message another BlackBerry by using PIN-to-PIN messages. For more on PIN-to-PIN messages, please see Chapter 9.

DropBooks

DropBooks

Chapter 3

Turning On Your BlackBerry — and Keeping It Happy

In This Chapter

- Putting your stamp on your BlackBerry device
- Working with keyboard shortcuts
- Keeping your BlackBerry energized (and rarin' to go)
- Watching your BlackBerry's back
- Knowing what to do if your BlackBerry breaks

Regardless of how long you've had your BlackBerry — one week, one month, one year, or five years — you'll want to have it around for as long as you possibly can. (Or, at least until you have the bucks for that way-cool new model that's surely coming down the pike.) And, for the duration that you *do* have your device, you'll want to trick it out so that your BlackBerry doesn't feel and sound exactly like the millions of other BlackBerry devices out there. (C'mon, admit it — your BlackBerry is definitely a fashion statement, so you better feel comfortable with what that statement is saying.)

In addition to customizing your BlackBerry so that it expresses the inner you, you want to make sure that you keep your BlackBerry in tip-top shape by watching out for things such as your BlackBerry battery life and information security. Luckily for you, this chapter puts any and all such worries to rest by filling you in on all you need to know to keep your BlackBerry a finely tuned (and yet quirkily personal) little PDA.

Making Your BlackBerry Yours

BlackBerry devices are increasingly popular, so much so that close to eight million BlackBerries are out there serving the needs of people like you. Because of this fact, we're certain that finding ways to distinguish your BlackBerry from your colleagues' BlackBerries is high on your list of priorities.

Your wish is our command. Follow the tips and techniques outlined in this section and you, too, can have your very own personalized BlackBerry.

DropBooks

Color-code your Pearl



This little section is for BlackBerry Pearl only. Ever wonder whether you can change the color of the trackball to *your* color? Well, now you can. A free utility program called ColorPearl allows you to change the color of the trackball.

You can download the ColorPearl application by pointing your BlackBerry browser to `http://www.geekandproud.net/blackberry/colorpearl/colorpearl.jad`. Follow the on-screen downloading instructions. After installation, follow these steps on your Pearl:

1. **Press the menu key (the key to the left of the trackball), scroll to the options (wrench) icon, and then press the trackball.**
2. **Select ColorPearl.**

   The ColorPearl configuration screen appears, as shown in Figure 3-1.
3. **Highlight the Color field and select your favorite color.**
4. **Press the menu key and then select Save.**

   You should now see the color of your trackball changed. Sweet!

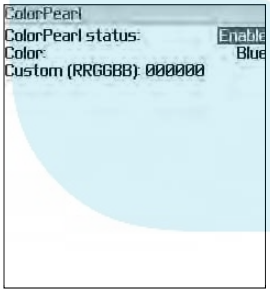


Figure 3-1: The ColorPearl program.

Branding your BlackBerry

Like any number of other electronic gadgets that you could possibly own, your BlackBerry comes to you off the shelf fitted with a collection of white-bread factory settings. This section helps you put your name on your BlackBerry, both figuratively and literally. You can start by branding your name on your BlackBerry:

DropBooks

1. **Press the menu key, scroll to the options icon, and then press the trackball.**
2. **Scroll through the list of options until you find the Owner setting and then press the trackball.**

   You see places to enter your owner information.
3. **Enter your name in the Name field and your contact information in the Information field.**

   The idea here is to phrase a message (like the one shown in Figure 3-2) that would make sense to any possible Good Samaritan who might find your lost BlackBerry and want to get it back to you.



   If you lock or don't use your BlackBerry for a while, the standby screen comes on, displaying the owner information that you entered. Read how to lock your BlackBerry, either manually or by using an auto setting, as described in the later section, "Keeping Your BlackBerry Safe."
4. **Confirm your changes by pressing the trackball and then choosing Save from the menu that appears.**

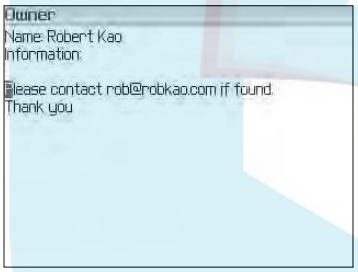


Figure 3-2: List your owner info here.

Choose a language, any language

Branding your BlackBerry with your own John Hancock is a good start, but setting the language to your native tongue so you don't need to hire a translator to use your BlackBerry is equally important — and equally easy. You can also set your input method of choice here, which can affect whether AutoText shows up. Don't worry. We explain what that means in the next section.

Here's how you choose a language:

1. **Press the menu key, scroll to the options (wrench) icon, and then press the trackball.**
2. **Scroll through the list of options until you find the Language setting and then press the trackball.**

   Here you can choose the language and input method of your choice.

DropBooks

3. **Select the Language field and then scroll the drop-down menu to select your native tongue.**

   Depending on your network provider, as well as what region (North America, Europe, and so on) you're in, the language choices you have vary. Most handhelds sold in North America default to English or English (United States).



   If your network provider supports it, you can install more languages into your BlackBerry by using Application Loader in BlackBerry Desktop Manager. For more information on Application Loader, please see Chapter 17.

4. **Confirm your changes by pressing the trackball and then choosing Save.**

   Isn't it great when you can actually read what's on the screen? But don't think that you're finished quite yet. You still have some personalizing to do.

Typing with ease using AutoText

Even the most devoted BlackBerry user has to admit that typing on a full keyboard is easier than thumb-typing on a BlackBerry. In an attempt to even the score a bit, your BlackBerry comes equipped with an AutoText feature, which is a kind of shorthand that can cut down on how much you have to type. Even if you have the BlackBerry Pearl with SureType technology, you can still benefit by using the AutoText feature. (For more on SureType technology, see Chapter 2.)

AutoText basically works with a pool of abbreviations that you set up — you then just type an abbreviation to get the word you associated with that abbreviation. For example, after setting up *b/c* as an AutoText word for *because,* anytime you type **b/c**, you automatically get *because* on-screen.



The whole AutoText thing works only if you set up your own personal code, mapping your abbreviations to their meanings. (This is why we're discussing AutoText as part of our personalization discussion.) To set up your own code, do the following:

1. **From the Home screen, press the menu key, scroll to the options icon, and then press the trackball.**
2. **Scroll to the AutoText option, and then press the trackball.**

   Here, you can choose to see (or search for) existing AutoText words or create new ones.

3. **Press the menu key, scroll to New, and then press the trackball.**

   The AutoText screen appears, as shown in Figure 3-3.

DropBooks

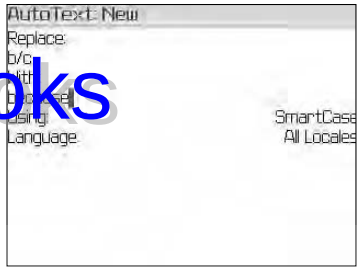


Figure 3-3: Create AutoText here.

4. **In the Replace field, enter the characters that you want to replace (in this example,** b/c**). In the With field, type what replaces your characters (in this example,** because**).**

5. **In the Using field, choose between the SmartCase and Specified Case options.**

   - *SmartCase* capitalizes the first letter when the context calls for that, such as the first word in a sentence.
   - *Specified Case* replaces your AutoText with the exact text found in the With field.

   For example, say you have the AutoText **bbg** set up for the term *blackberryGoodies.com*, and you want it to appear as is, in terms of letter cases (the first *b* is not capitalized). If you were to choose SmartCase for this particular AutoText, it would be capitalized as the first word in a sentence, which is not what you want. On the other hand, if you use Specified Case, your AutoText always appears as *blackberryGoodies.com* no matter where it is in the sentence.

6. **Scroll to the Language field and then select All Locales from the list of options.**

   Our preference for this setting for any self-created AutoText is All Locales. What this means is that regardless of the language input method (for example, English UK or English US or French), any self-created AutoText is available for you to use. So, in the case of the AutoText bbg (blackberryGoodies.com), whether you are typing in French or Chinese, you can use this AutoText. On the other hand, if you select only the French input method for bbg as the Language field, you would be able to use this only if your input method is set to French in the Language option.

   You can choose the input method of your choice in the Language options. We go over choosing a language input method next.

7. **Confirm your changes by pressing the trackball and then choosing Save.**

DropBooks

If you specify a language input method other than All Locales, your input method setting in the Language option must match the Language field in Auto Text to use your newly created AutoText:

1. **Press the menu key, scroll to the options icon, and then press the trackball.**
2. **Scroll through the list of options until you find the Language setting, and then press the trackball.**

   Here you can choose the language and input method.
3. **Select the Input Method field and then select the input method you need from the list.**

   For your new AutoText setting to work (assuming that you didn't choose All Locales as the language for your AutoText), this option needs to match the input method set in your Language option.
4. **Confirm your changes by pressing the trackball and then choosing Save.**

Inserting macros

If you frequently give out your BlackBerry phone number or PIN in e-mails, you'll appreciate macros. Basically, you can use the AutoText feature to add a customized word for preset items — things such as your BlackBerry number, PIN, or just the date — so you don't have to type them all the time.



Keep in mind that we're talking about your BlackBerry PIN here — your device's unique identifying number — and not the PIN someone would use to empty out your checking account with the help of one of those automated tellers. For more on BlackBerry PINs, see Chapter 9.

To add a macro for your phone number, for example, first call up the AutoText screen. (AutoText is an option in Options.) Type an appropriate word in the Replace field (***mynum*** would work nicely), scroll to the With field, press the menu key, and then select Insert Macro. You're prompted with a popup to select from a list of preset items; be sure to select the Phone Number (%p) option.

After saving your setting, you can test your AutoText by drafting a simple e-mail.

Getting your dates and times lined up

Having the correct date, time, and time zone is important when it comes to your BlackBerry for, we hope, obvious reasons. Many of the fine features that make up the BlackBerry core experience, as it were, depend on the time, date, and time zone being accurate.

DropBooks

Need an example? How about your BlackBerry calendar events? Imagine, if you will, that you have set up a make-or-break meeting for 9 a.m. (in your time zone) with a client in Paris, France, which is in who-knows-what time zone. You definitely want to be on time for that appointment, but you probably won't be if you're planning on your BlackBerry to remind you — that is, if you haven't set up the appropriate date, time, and time zone. So go ahead and do the necessary things.

1. **Press the menu key, scroll to the options icon, and then press the trackball.**
2. **Scroll to the Date/Time setting and then press the trackball.**

   The Date/Time screen appears.
3. **Scroll to your time zone and press the trackball.**

   The Date/Time screen confirms the time zone that you chose.
4. **Scroll to the Time field and use the trackball to adjust the proper hour and minutes.**
5. **Scroll to the Date field and use the trackball to adjust the date appropriately.**
6. **Scroll to the Date/Time Source field and press the trackball.**

   This sets your date and time source to your service provider's server time. See Figure 3-4.
7. **To confirm your changes, press the menu key and then select Save.**

   Doing so saves your date and time settings in perpetuity — a really long time, in other words.



You may know that the United States Congress changed the daylight saving time (DST) in 2007. If you got your BlackBerry around March 2007, you can check to see whether your DST is updated. From the Home screen, go to Options. On the very top, you should see *2007 DST Patch*. Why do you care? Well, if your BlackBerry hasn't been updated, the next time the DST changes, there is a good chance that you will be either an hour behind or an hour ahead of all your appointments. Yep, not good.

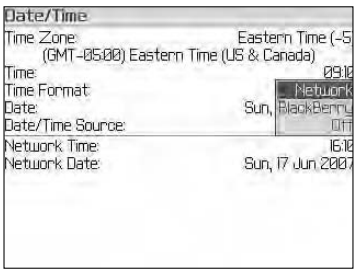


Figure 3-4: Set the time source of your BlackBerry to your network provider's clock.

DropBooks

Customizing your screen's look and feel

Right up there with making sure that your date and time settings are accurate is getting the display font, font size, and screen contrast to your liking. Now we know that some of you don't give a hoot if your fonts are Batang or Bookman as long as you can read the text, but we also know that some of you won't stop configuring the fonts until you get them absolutely right. For all you tweakers out there, here's how you play around with your BlackBerry's fonts:

1. **Press the menu key, scroll to the options icon, and then press the trackball.**
2. **Scroll to the Screen/Keyboard setting and then press the trackball.**

   The Screen/Keyboard screen appears with various customizable fields, as shown in Figure 3-5.

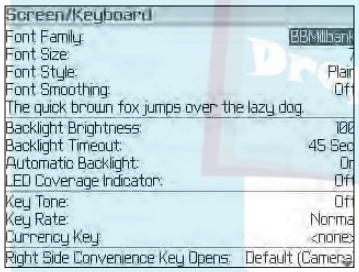


Figure 3-5: The Screen/Keyboard screen, waiting for personalization.

3. **Highlight the Font Family field and then select a font from the drop-down list.**

   You can choose from three to ten fonts, depending on your provider.

4. **Continuing down the Screen/Keyboard screen, highlight the Font Size field, and then select a font size.**

   One thing to keep in mind is that the smaller the font size, the more you can see on-screen; however, a smallish font is harder on the eyes.

   Note: As you scroll up and down the list of fonts and font sizes, notice that the text "The quick brown fox jumps over the lazy dog" in the background takes on the look of the selected font and size so that you can preview what the particular text looks like.

5. **Confirm your changes by pressing the menu key and choosing Save.**

DropBooks

Similar to setting Font Size, you can also play with Font Style to set it to Bold, Italic, or None. At this point, you are probably wondering what Antialias Mode is for. Think of antialias as a way your BlackBerry renders alphabet characters. With No Antialiasing set, your fonts will have round edges. With Antialiasing set, you fonts will have sharp edges. The difference between the two settings is subtle.

With fonts out of the way, it's time to change the brightness of your screen as well as a few other viewing options, including how to program the convenience key to exactly what is convenient to you:

1. **Press the menu key, scroll to the options icon, and then press the trackball.**
2. **Scroll to the Screen/Keyboard setting and then press the trackball.**

   The Screen/Keyboard screen appears with its various customizable fields. (Refer to Figure 3-5.)
3. **Highlight the Backlight Brightness field and then select the desired brightness from the drop-down list.**

   You can choose from 0 to 100, where 0 is the darkest and 100 is the brightest.
4. **Highlight the Side Convenience Key Opens field and then select what you want your left side key to open when you press it.**



   If you have a BlackBerry Pearl, you see Left Side and Right Side Convenience Key options. Perform Step 4 for both the left and right side convenience keys.
5. **Select the Backlight Timeout field, press the trackball, and choose the amount of time for the backlight timeout.**

   You can choose from ten seconds up to two minutes. The lower this setting, the less time you'll have backlighting (after you press each key). However, a low setting helps you conserve battery life.



   When you're outdoors with a bright sun on your BlackBerry, you'll probably have difficulty reading your BlackBerry screen. Press and quickly release the Power button (on the top-left corner of your BlackBerry). This brightens your BlackBerry screen so you can see it even under a bright sun.
6. **Highlight the Trackball Horizontal Sensitivity field and then select how sensitive you want the trackball to be horizontally.**

   You can choose from 20 to 100, where 20 is the least sensitive and 100 is the most sensitive.

DropBooks

7. **Highlight the Trackball Vertical Sensitivity field and then select how sensitive you want the trackball to be vertically.**

   Again, 20 is the least sensitive and 100 is the most sensitive. Keep in mind that if your trackball is too sensitive, it will be hard to control.

8. **To confirm your changes, press the menu key and select Save.**

Choosing themes for your BlackBerry

Your BlackBerry is preloaded with different themes, which are predefined sets of looks (wallpaper, fonts, menu layout) for your BlackBerry. You can download themes from BlackBerry's mobile Web site.

Regardless of what BlackBerry model you have, follow these steps to change your theme:

1. **Press the menu key and then select the options icon.**
2. **Select the Theme setting.**

   You see a list of available themes.

3. **Scroll to and select the theme you want.**

   You see a preview of the theme you've selected. See Figure 3-6.

4. **Press the menu key and then select Activate.**

   You should be able to see the change immediately.



Figure 3-6: Preview of currently selected theme.



You can download other themes. Just remember that you have to use your BlackBerry, not your PC, to access the following URLs:

- `http://mobile.blackberry.com`
- `http://blackberrywallpaper.com`

DropBooks

Wallpaper for your BlackBerry

Like your desktop PC, you can customize the BlackBerry Home screen with personalized wallpaper. You set an image to be your BlackBerry Home screen background by using the BlackBerry Media application:

1. **From the Home screen, press the menu key and then select the Media application.**

   This opens the Media application, where you see different categories: Music, Video, Ringtones, and Pictures.

2. **Scroll to and select the Picture category.**

   Doing so brings up two folders: The Preloaded Media folder stores pictures that came with your BlackBerry, and the Device Memory folder stores pictures that you took with your camera.

3. **Scroll to and select one of the folders.**

   This lists all the pictures in the folder.

4. **Select the picture you want to use for your Home screen background.**

   The selected picture appears in full-screen view.

5. **Press the menu key and then select Set as Home Screen Image.**

   The picture is now your new Home screen wallpaper.

6. **Press and hold the escape key (to the right of the trackball) to return to the Home screen and see the result.**

You can download free wallpaper here (as long as you use your BlackBerry, not your PC, to access the URLs):

- `http://mobile.blackberry.com`
- `www.blackberrywallpapers.com`
- `www.blackberrygoodies.com/bb/wallpapers`

After you have your BlackBerry's look and feel just the way you want, there's just one thing left to do before you can move on. You need to get your BlackBerry to sound the way you want it to.

Let freedom ring

The whole appeal of the BlackBerry phenomenon is the idea that this little electronic device can make your life easier. One of the ways it accomplishes this is by acting as your personal reminder service — letting you know when an appointment is coming up, a phone call is coming in, an e-mail has arrived,

DropBooks

and so on. Basically, your BlackBerry is set to bark at you if it knows something it thinks you should know too. Figure 3-7 lists the kinds of things your BlackBerry considers bark-worthy, ranging from browser alerts to Tasks deadlines.

Different people react differently to different sounds. Some BlackBerry barks would be greatly appreciated by certain segments of the population, whereas other segments might react to the same sound by pitching their BlackBerry under the nearest bus. The folks at Research In Motion are well aware of this fact and have devised a great way for you to customize how you want your BlackBerry to bark at you — they call it your profile.



Figure 3-7: Set attention-needy applications here.

You can jump right into things by using a predefined profile, or you can create your own profile. The upcoming sections take a look at both approaches.

Whether you create your own profile or customize a predefined profile, each profile is divided into seven categories that represent the application for which you can define alerts:

- **Browser:** Alerts you when you receive a new channel push, which is just a Web page sent to your BlackBerry.
- **Calendar:** Alerts you when you have upcoming appointments.
- **Level1 Messages (urgent e-mail messages):** Alerts you with a special tone when you have an urgent e-mail. What's considered an urgent message? E-mail can be defined as urgent by your sender. Also, a BlackBerry PIN-to-PIN message can be considered urgent. For more on PIN-to-PIN, please see Chapter 9.
- **Messages:** Alerts you when a new e-mail message is in your inbox.
- **Phone:** Alerts you if there is an incoming call or a new voice mail.
- **SMS:** Alerts you when you have an SMS message.
- **Tasks:** Alerts you of an upcoming to-do deadline.

DropBooks

You can personalize all the listed applications according to how you want to be alerted. Because the way you customize them is similar, we use one application, Messages, as an example in the text that follows, as we customize a predefined profile that comes with your BlackBerry.

After this, we go over creating a profile from scratch. You might be wondering: Why do I need to create a profile if I can personalize the predefined ones? Well, for those of you who like to keep the predefined settings the way they are, creating a profile is the way to go.

Using factory settings

If you're okay with customizing a predefined, factory-loaded profile, just do the following:



1. **From the BlackBerry Home screen, select the Profile application.**

   A popup screen appears, listing different profiles (quiet, vibrate, normal).

2. **Scroll to the end of the list and select Advance.**

   A screen appears listing different profiles.

3. **Scroll to the Normal profile in the list, press the menu key, and then select Edit.**

   The Normal screen appears, listing the applications with alert capabilities that we mention in the preceding section. (Refer to Figure 3-7.)

4. **Select the Messages [Email] application.**

   You're faced with the Messages for Normal profile, which is divided into an Out of Holster section and an In Holster section, as shown in Figure 3-8. A holster (in this context) is simply the belt clip or case that houses your BlackBerry while you're not using it. BlackBerry is smart enough to know when it is in a holster.

5. **Highlight the Out of Holster field and then select a tone from the drop-down list of alert options.**

   Doing so enables sound in the Out of Holster mode.

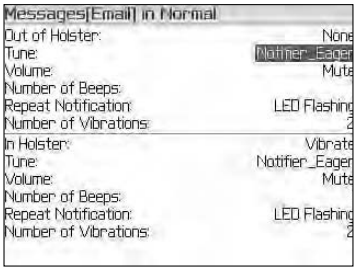


Figure 3-8: Choose a tone to alert you when your BlackBerry is out of its holster.

DropBooks

6. **Highlight the Tune field and then select the tune you like from the drop-down list.**

   As you scroll through the tunes and pause, BlackBerry plays the tune so you know what it sounds like before you change it.

7. **Press the menu key and then select Save.**

As you might have guessed from how Messages in the Normal profile is divided, your BlackBerry can notify you in different ways based on whether your BlackBerry is in plain view (Out of Holster) or tucked away next to your belt (In Holster). To set up a different sound for In Holster mode, just put the necessary info in the fields for the In Holster section — and be sure to choose a different tune this time. (Choosing the same tune kind of defeats the purpose, doesn't it?)

As we mention, you can do the same to personalize other applications listed in each profile.



If you're like us and you get more than 200 e-mails daily, you probably don't want your BlackBerry sounding off 200 times a day. What you can do is set up your BlackBerry so that it notifies you only if an e-mail has been marked as urgent, requiring your immediate attention. You can do this by setting the notification for your Messages application to None for both In Holster and Out of Holster. Then in the Level1 Messages option (refer to Figure 3-7), you can set your desired notification for both In Holster and Out of Holster. That way, you have conveniently filtered out any unnecessary e-mail notifications, leaving just the urgent stuff to sound off to you.

Creating your own profile

You need to know which applications on your BlackBerry have alert capabilities because you can then personalize each "Hey, you!" to your liking. You can have your BlackBerry so personalized that you can tell whether you have a phone call or an incoming message just by how your BlackBerry sounds.

If you're already familiar with the different applications and are clear how you want each one to alert you, go on and create your own profile. As we mention before, you can achieve the same result by personalizing the predefined profiles that come with your BlackBerry. But if you are one of those who like to keep the predefined profiles the way they are, go ahead and create a new profile:

1. **From the BlackBerry Home screen, select the Profile application.**

   A popup screen appears, listing different profiles (quiet, vibrate, normal).

2. **Scroll to the end of the list and select Advance.**

   A screen appears listing different profiles.

DropBooks

3. **Press the menu key and then select New, as shown in Figure 3-9.**

   A new Profiles screen appears, prompting you to name your profile.

4. **In the Name field, enter a name for your profile.**

   For this example, just type **My Profile**.

5. **Configure your new profile.**

   Refer to Steps 3 and 4 of the "Using factory settings" section to customize each one of the seven applications.

6. **Press the menu key and then select Save.**

   Your newly created Profile appears listed in the Profiles screen.

7. **Select My Profile, as shown in Figure 3-10.**

   Doing so allows you to start using your newly created profile.

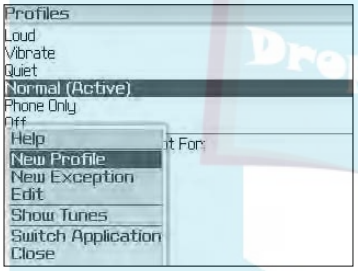


Figure 3-9: A menu showing you that you can create your own profile here.

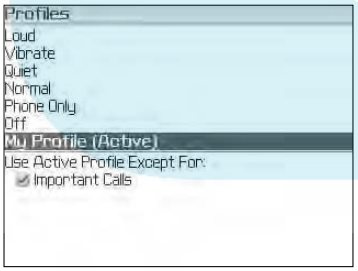


Figure 3-10: See your newly created Profile here.

Regardless of whether the ring tone is for an incoming call or an incoming e-mail, you can download more ring tones to personalize your BlackBerry. Also, you can use any mp3 files in your Media application as your personalized ring tone:

1. **From the Home screen, press the menu key and then select the Media application.**

   This opens the Media application, where you see different categories: Music, Video, Ringtones, and Pictures.

DropBooks

2. **Select the Music category.**

   Doing so brings up folders named Preloaded Media and Device Memory. If you have microSD card inserted, you also see the Media Card folder.

3. **Select one of the folders.**

   This lists all the music in this folder.

4. **Highlight the music file you want to use for your ring tone.**

5. **Press the menu key and then select Set as Phone Tune.**

   This sets the music file as your new phone tune.

6. **Press and hold the escape key (to the right of the trackball) to return to the Home screen.**

You can also download free ring tones at `mobile.blackberry.com` — just be sure to call up this URL with your BlackBerry, not your PC.

Keeping Your BlackBerry Safe

The folks at Research In Motion take security seriously, and so should you. Always set up a password on your BlackBerry. If your BlackBerry hasn't prompted you to set up a password, you should immediately do so. Here's how it's done:

1. **From the BlackBerry Home screen, select the options (wrench) icon.**

2. **Select Security Option.**

3. **Select General Settings.**

4. **Highlight the Password field and then select Enabled.**

   All this does for now is enable the Password feature. You won't be prompted to type a password until you save the changes you just made.

5. **Press the menu key and then select Save.**

   At this time, you should be prompted for a password, as shown in Figure 3-11.

6. **Type a password, and then type it again for verification.**

   From this point on, whenever you lock your BlackBerry and want to use it again, you have to type the password. How to lock your BlackBerry? Good question. Keep reading.

DropBooks



Figure 3-11: Time to enter a new password.



Remember that when you set your password on a BlackBerry Pearl, make sure you know what letter your password is and not just which key you pressed. You need the same password if you link your BlackBerry with BlackBerry Desktop Manager for synchronization. For more on BlackBerry Desktop Manager, refer to Chapters 17–20.

Setting up your password is a good first step, but just having a password won't help much if you don't take the further step of locking your BlackBerry when you're not using it. (You don't want people at the office or sitting at the next table at the coffee shop checking out your e-mails or phone history when you take a bathroom break, do you?) So, how do you lock your BlackBerry? Let us count the ways . . . we came up with two.

You can go the Autolock After Timeout (also known as Security Timeout) route:

1. **From the BlackBerry Home screen, select the options icon.**
2. **Select the Security option.**

   The Security screen appears.
3. **Highlight the Security Timeout field and then select the desired minutes.**

   The preset times range from 1 minute to 1 hour.
4. **Press the menu key and then select Save.**



If you're more the hands-on kind of person, you can go the Manual Lockout route by scrolling to the keyboard lock icon on your Home screen and pressing the trackball. (Pressing K while at the Home screen does the same thing. Make sure you turn off the Dial from Home Screen option. See Chapter 2 for more info on using Home screen shortcuts.)



To lock a Pearl model, just press the asterisk (*) key.

No matter what route you take to lock your Blackberry, you use your (newly created) password to unlock it when you get back from wherever you've been.

DropBooks

Part II

Getting Organized with Your BlackBerry

DropBooks



"Well, here's what happened–I forgot to put 'dressing' on my 'To Do' list."

DropBooks

In this part . . .

This part covers how to use your BlackBerry to its fullest to get you — and keep you — organized. Peruse the chapters here to find out how to use your Address Book, keep appointments, keep on track with to-do lists, and make notes.

DropBooks

Chapter 4

Remembering Your Acquaintances

In This Chapter

- Exploring BlackBerry Address Book
- Adding, viewing, editing, and deleting contacts
- Finding a contact in Address Book
- Organizing Address Book
- Sharing BlackBerry contacts
- Transferring contacts from cellphones to your BlackBerry

The idea of an address book was around long before the BlackBerry was conceived. Address Book on the BlackBerry serves the same function as any address book: It is an organizational tool that gives you a place to record information about people. This tool gives you a central place from which you can retrieve information so that you can reach your contacts by phone, cellphone, e-mail, snail-mail or the speedy messaging of PIN, SMS, MMS, or BlackBerry Messenger. Depending on the type of work you do, an address book is likely an essential tool, and your BlackBerry is there at the ready.

You can benefit from using your BlackBerry Address Book if any of the following fits you and your lifestyle:

- Do you travel?
- Do you meet clients frequently?
- Do you spend a lot of time on the phone?
- Do you ask people for their phone number or e-mail address more than once?
- Do you carry around the old-fashioned paper day planner with a section allocated for recording contacts? Or do you write phone numbers of acquaintances on the back of business cards?
- Is your wallet or purse full of these “important” business cards, but you can never seem to find the ones you need when you need them?

DropBooks

If you answered yes to any of these questions, you need an address book. Regardless of how you keep your contact information, it's time to get down to business and organize your contacts by using your BlackBerry. In this chapter, we show you how to make your BlackBerry a handy, timesaving tool for managing your contacts' information. Specifically, you find out how to add, change, and delete contacts as well as how to locate them later. You'll also be amazed at how well Address Book is integrated with all the other BlackBerry features you've come to know and love — phoning contacts, adding invites to your meetings, adding contacts to BlackBerry Messenger, and composing e-mails.



If you're one of those um, stubborn, folks who insist that they don't need an address book — "I'm doing just fine without one, thank you very much!" — think of it this way. You've been using a virtual address book all the time — the one buried inside your cellphone. And that address book often isn't even a very good one! When you're ready to join the rest of us in this millennium, read this chapter to see how to transfer all that good contact info from an old phone into your new BlackBerry-based Address Book.

Accessing Your Address Book

The good people at Research In Motion make it easy for you to distinguish Address Book. Start by taking a look at the BlackBerry Home screen. The Address Book icon looks like an old-fashioned Rolodex. (Remember those?) If you have a hard time locating it, Figure 4-1 shows what it looks like in both BlackBerry incarnations. (For more about the BlackBerry models and their differences, check out the Introduction.) To describe Address Book in this chapter and for most of the illustrations throughout this book, we use the 8800 model.

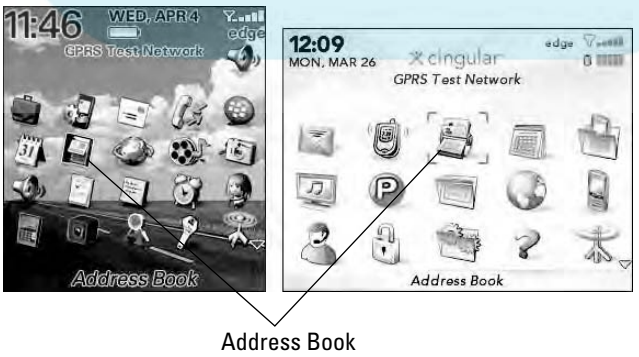


Figure 4-1: The Address Book icon as depicted on BlackBerry Pearl (left) and 8800 or 8300 models (right).

DropBooks

Opening Address Book couldn't be simpler:

1. **Use the trackball to highlight the Address Book icon.**
2. **Click the trackball.**

   Alternatively, you can press enter.



Your BlackBerry Address Book is accessible from a number of applications, including Phone, Messages, and Calendar. For example, say you're in Calendar and you want to invite people to one of your meetings or appointments. Look no further — Address Book is in the menu, ready to lend a helping hand.



You can also get to Address Book by pressing A while at the Home screen. Go to Chapter 3 for more on Home screen shortcuts.

Working with Address Book Names

Getting a new gizmo is always exciting because you just know that your newest toy is chock-full of features you're dying to try out. Imagine having a new BlackBerry, for example. The first thing you'll want to do is try to call or e-mail someone, right? But wait a sec. You don't have any contact information yet, which means you're going to have to type in someone's e-mail address each time you send an e-mail — what a hassle.

Time to get with the plan. Most of us humans — social creatures that we are — maintain a list of contacts somewhere, whether in an e-mail program such as Outlook or Lotus Notes, in an old cellphone, or maybe on a piece of paper kept tucked away in a wallet. We're pretty sure you have some kind of list somewhere. The trick is getting that list into your BlackBerry device so that you can access the info more efficiently. The good news for you is that the "getting contact info into your BlackBerry device" trick isn't a hard one to master. Stick with us, and you'll have it down pat by the end of this chapter.



Often the simplest way to get contact information into your BlackBerry is to enter it manually. However, if you've invested a lot of time and energy in maintaining some type of address book application on your desktop computer, you might want to hot sync that data into your BlackBerry. (For more on synchronizing data, check Chapter 16. It gives you details on how to synchronize some of your desktop application data — the address book, e-mail, appointments, and memos stuff.) You can also transfer your old cellphone contacts into your BlackBerry. Intrigued? Then check out the "Transferring Contacts from Cellphones" section, later in this chapter. Do you have an address book in another PDA, such as a PalmPilot or a PocketPC? No problem. Most of these devices allow you to sync to a desktop computer application such as Outlook. But this is not a book about other PDAs, so please refer to your other device's instructions on how to sync it to your desktop. After the data is in the desktop, you can check Chapter 16 for details on synchronizing it to your BlackBerry.

DropBooks

Creating a contact

Imagine you've just run into Jane Doe, an old high school friend you haven't seen in years. Jane is about to give you her number, but you don't have a pen or pencil handy to write down her information. Are you then forced to chant her phone number to yourself until you can scare up a writing implement? Not if you have your handy BlackBerry device on you.

With BlackBerry in hand, follow these steps to create a new contact:

1. **On the BlackBerry Home screen, select the Address Book application.**

   Address Book opens. You can also access Address Book from different applications. For example, check Chapter 8 on how to access Address Book from Messages.

2. **Press the menu key and then select New Address.**

   The New Address screen appears, as shown in Figure 4-2.

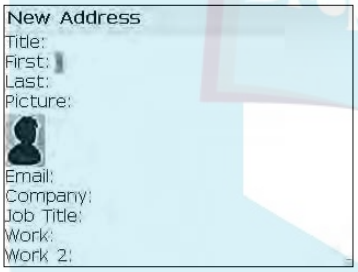


Figure 4-2: Create a new contact here.

3. **Scroll through the various fields, stopping and entering the contact information that you feel is appropriate.**

   Use your BlackBerry keyboard to enter this information. For an overview of the different keyboard types, see Chapter 2. Note, however, that all BlackBerry keyboards look (and work) alike. When entering an e-mail address, press the Space key to insert an at symbol (@) or a period (.).

   We don't think you can overdo it when entering a person's contact information. You should strive to enter as much info as you possibly can. Maybe the benefit won't be obvious now, but in the future when your memory fails you or your boss needs a critical piece of info that you just so happen to have at the ready, you'll thank us for this advice.



To create another new blank e-mail field for the same contact, press the menu key and then select Add Email Address. You can have up to three e-mail addresses per contact.

DropBooks



If a contact has an extension for his or her phone number, no problem. When calling such a contact from your BlackBerry, you can instruct BlackBerry to dial the extension after the initial phone number. When entering the phone number into the New Address or Edit Address screen, type the primary phone number, press the trackball, select Add Pause from the menu that appears, and then add the extension number.

4. **When you finish entering the contact information, press the trackball and then select Save.**

   At this point, you should see your Jane Doe added to the list, as shown in Figure 4-3.

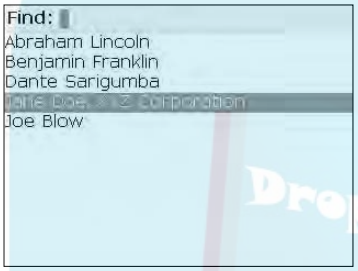


Figure 4-3: The Address Book screen after adding Jane Doe.



The menu is always available through the menu key, but just for convenience we prefer to use the trackball when a menu is available through it. Also, when a menu is available through a press of a trackball, it's always a shortened menu list. The application is smart enough to figure out which menu items to display based on where you are.

Taking notes

The Notes field in the New Address screen (you might need to scroll down a bit to see it) is useful for adding a unique description about your contact. For example, use the field to jog or refresh your memory with tidbits such as *Knows somebody at ABC Corporation* or *Can provide introduction to a Broadway agent.* Or perhaps your note is something personal, such as *Likes golf; has 2 children: boy, 7 & girl, 3; husband's name is Ray.* It's up to you. Again, the more useful the information, the better it will serve you.

Adding your own fields

Perhaps your contact information doesn't fit into any of the available fields. Although you can't really create additional fields from scratch, you can commandeer one of the User fields for your own purposes.

DropBooks

The User fields are located at the bottom of the screen; you have to scroll down to see them. Basically, you can use these fields any way you want (which is great), and you can even change the field's name. (Face it, User field is not that helpful as a descriptive title.) For example, you can rename User fields to capture suffixes (such as MD, PhD, and so on). Or how about profession, birthdate, hobbies, school, or nickname? When it comes down to it, you decide what information is important to you.



Keep in mind, though, that changing the field name for this particular contact changes it for all your contacts.

To rename a User field:

1. **Scroll to the bottom of the screen to navigate to one of the User fields.**
2. **Press the menu key and then select Change Field Name.**

   Note: The Change Field Name selection on the menu appears only if the cursor is in a User field.
3. **Use the keyboard to enter the new User field name.**
4. **Press the trackball or the enter key to save.**

   You're all set.

Adding a picture to a contact

Most phones these days have the ability to display a picture of the caller. And BlackBerry is no stranger to this neat feature. For this to work, you need the obvious first, a picture of your friend or acquaintance. After you have the picture in a digital format that your device supports, you can get it to your BlackBerry through e-mail or copy it to the microSD card. There's not a chance we'll leave you helpless if you don't know how to get media to that microSD; Chapter13 is your gateway to media satisfaction.

After a picture is inside the BlackBerry, adding it to one of your contacts is a snap:

1. **On a contact's Edit Screen, press the menu key and then select Add Picture (see Figure 4-4).**



Figure 4-4: Add a picture here.

DropBooks

2. **Use the trackball to navigate to the drive and folder containing the picture.**

   You can use multiple locations for storing media files such as pictures. Chapter 13 gives you the scoop.

3. **Select the picture you want.**

   The picture you choose is displayed in full on the screen.

4. **Press the trackball and then select Crop and Save.**

   You're all set. All you need to do is save this contact to keep your changes.

5. **Press the menu key and select Save.**

Assigning a tone

Oh no, you've been awakened with your BlackBerry ringing in your nightstand. Wouldn't it be nice if you could tell who's calling? Ring tones help you decide whether to ignore the call or get up. Hopefully, you can easily switch to sleep mode if you decide to ignore.

Follow these steps to assign a ring tone to one of your contacts:

1. **Press the trackball and then select Add Custom Phone Tune from the menu (refer to Figure 4-4).**

2. **Press the trackball.**

   A list of tones is displayed for you to choose. You can also select Browse to navigate to the drive and folder containing the tone. You can use multiple locations for storing media files such as tones. Chapter 13 gives you the scoop.

3. **Select the tone you want.**

   The tone appears in the Custom Phone Tune field. To save these changes, all you need to do is save this contact.

4. **Press the menu key and select Save.**

Adding contacts from other BlackBerry applications

When you receive an e-mail message or get a call from someone, you have contact information in Messages or Phone. (RIM makes this easy for you because Messages and Phone can recognize phone numbers or e-mail addresses and then highlight that information for a quick cut and paste.) Maybe that info isn't complete, but you definitely have at least an e-mail address or a phone number. Now, if you're pretty sure you'll be corresponding with this person and he or she isn't yet listed in your Address Book, it's just logical that you'd want to add the information.

DropBooks

If you have a sharp eye, you might have noticed that Phone lists only outgoing numbers. That's half of what you need. Oddly enough, you can access the history of incoming phone calls inside Messages. In Messages, press the trackball and click View Folder on the menu that appears. Scroll and click Phone Call Logs.



Like e-mail, a call log entry stays in the list as long as you have free space in your BlackBerry. This could mean months or years depending on your model and usage. When BlackBerry runs out of space, it starts reclaiming space a chunk at a time by deleting read e-mails and phone call logs, starting from the oldest.

When you have an e-mail or a phone log open, just scroll to an e-mail address or a phone number and press the trackball while that piece of information is highlighted. An Add to Address Book option pops up on the menu. (This particular menu item is located at the bottom of the list, so you might have to scroll to see it.) Select Add to Address Book, and a new New Address screen appears, prefilled with that particular piece of information. All you need to do now is enter the rest of the information you know about the person, and it's ready to be saved to Address Book. This is just one more sign of BlackBerry's ongoing attempt to make your life easier.

Viewing a contact

Okay, you just entered your friend Jane's name into your BlackBerry, but you have this nagging thought that you typed the wrong phone number. You want to quickly view Jane's information. Here's how you do it:

1. **On the BlackBerry Home screen, select the Address Book application.**

   Address Book opens.

2. **Scroll to and highlight the contact name you want and then press the trackball.**

   Pressing the trackball or the enter key while a name is highlighted is the same as opening the menu and choosing View — just quicker.



   View mode displays only information that's been filled in, as shown in Figure 4-5. (It doesn't bother showing fields in which you haven't entered anything.)

Editing a contact

Change is an inevitable part of life. Given that fact, your contact information is sure to change as well. If you want to keep the information you diligently put in your Address Book current, you're going to have to do some updating now and then.

DropBooks

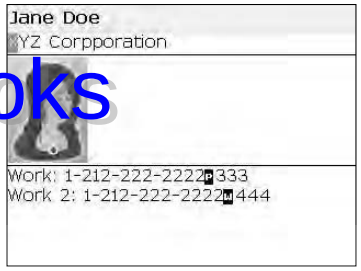


Figure 4-5: View mode for a contact.

To update a contact, follow these steps:

1. **On the BlackBerry Home screen, select Address Book.**

   Address Book opens.

2. **Scroll to and highlight a contact name, press the menu key, and then select Edit.**

   The Edit Address screen for the contact name you selected makes an appearance.

   In Address Book (or any BlackBerry application, for that matter), displaying a menu involves a simple press of the menu key. You see the Edit option in the menu right below View.

3. **Scroll through the various fields of the Edit Address screen, editing the contact information as you see fit.**

   If you want to replace only a few words or letters located in the middle of a field (instead of replacing all the text) scroll the trackball while pressing and holding the Alt key (located to the left of the Z key) to position your cursor precisely on the text you want to change. Then make your desired changes.

4. **Press the menu key and then select Save.**

   The edit you made for this contact is saved.

When you're editing information and you want to totally replace the entry with a new one, it's much faster to first clear the contents, especially if the old data is long. When you are in an editable field (as opposed to a selectable field), just press the menu key and then select Clear Field. This feature is available in all text-entry fields and for most BlackBerry applications.

Deleting a contact

When it's time to eradicate somebody's contact information in your Address Book (whether its a case of duplication or a bit of bad blood — yes, we admit to have occasionally stricken somebody from our Address Books in a fit of pique), the BlackBerry OS makes it easy to delete a contact.

DropBooks

Here's how:

1. **On the BlackBerry Home screen, select Address Book.**

   Address Book opens.

2. **Scroll to and highlight a contact name you want to delete, press the menu key, and then select Delete.**

   (If you don't initially see the Delete option, scroll down to the bottom part of the screen.) A confirmation screen appears, as shown in Figure 4-6.

3. **On the confirmation screen, select Delete.**

   The contact you selected is deleted and disappears from your contact list.

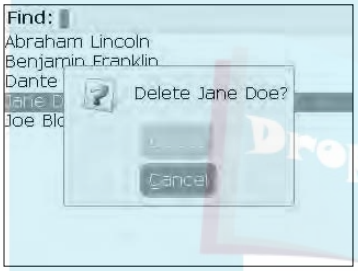


Figure 4-6: The confirmation screen when you're about to delete a contact.



Sometimes dealing with the confirmation screen can be a pain if you want to delete several contacts in a row. If you are 100 percent sure that you want to ditch a number of contacts, you can suspend the Confirmation feature by setting the Confirm Delete option to No in the Address Book Options screen. Check the "Setting preferences" section later in this chapter for more on Address Book Options.

Transferring Contacts from Cellphones

Suppose you have an old cellphone that has served you well for many years. Most likely you've accumulated contacts on that phone by painstakingly typing them each time in the past. You'd really like to have the same contacts on your BlackBerry as you have on your cellphone, but you just cannot bear the thought of typing them all again. You think to yourself, "There has to be a way." Good news: You're right, there is.

DropBooks

Copying contacts from a SIM card

We've copied contacts from Nokia, Ericsson, Motorola, and Samsung cellphones — and in theory, our method should also work on other phones. The trick is to use the SIM card as an external storage device — sort of like a floppy disk. What exactly is a SIM card? The acronym stands for Subscriber Identity Module. The non-head-scratching definition describes an electronic chip that is capable of storing information such as your phone numbers and Address Book. Basically, you store your old phone's contact list on the SIM card, insert that SIM card into your BlackBerry, and then upload the contacts from your SIM card. (For all the gory details, check out the steps later in this section.)

This sounds easy to do, but it might be tricky depending on the type of phone you have. A caveat: You can do this only on a GSM phone. (GSM is short for Global System for Mobile Communications, probably the most popular standard for mobile phones in the world.) To tell whether you have a GSM phone, first check whether you have a SIM card. To do that, take out the battery of your cellphone. Behind it, you should see a SIM card, looking (we hope) like the one you see in Figure 4-7. If you don't, your phone is not a GSM phone.



Figure 4-7: Transfer phone info from your cellphone with a SIM card.

If your cellphone is a GSM phone and you're determined to forge ahead and transfer your cellphone contact info to your BlackBerry, we're here to help. Obviously, we can't give instructions for all the types of phones out there. For the purpose of showing you what's what, we assume that you want to transfer the address book on a Nokia 7210 phone to your BlackBerry. (Why the Nokia 7210? That's the one the dartboard told us to use.) We also have instructions for other phones on the Web site associated with this book, so feel free to get online and check whether your particular phone is covered there.

No more digressions! If you want to know the steps for copying contacts from a Nokia phone to a BlackBerry by using a SIM card, here they are:

1. **Take out the SIM card buried inside your BlackBerry and put it in the Nokia phone.**

DropBooks

Most people are uncomfortable doing this, but taking out a SIM card and putting it back in is no big deal. The SIM card is usually behind the battery, so you have to slide or take off the back cover of the phone to get to it. On the BlackBerry, the back cover has a groove where you can put your thumb and push the cover out. A Nokia phone has a simple locking mechanism — a notch that protrudes in the back of the phone — which you slide to take off the back cover. When the cover is off, remove the battery and you can see the SIM card. Slide the SIM card's plastic enclosure; it should pop open. You can then remove the SIM card from the enclosure.

Because this step requires you to remove the batteries from both your BlackBerry and your Nokia phone, both devices are gong to power off (obviously).

We're going to resuscitate both, starting with the Nokia. After you put the phone's battery on the Nokia phone, it resets, and you should see the display come up.

2. **On the Nokia phone, press the top of the rightmost top button.**

   A Phone Book menu appears, as shown in Figure 4-8. Note the Copy menu item.



There is no trackball for scrolling and selecting, but you can use the top middle button with the arrow pointing up and the button below it with the arrow pointing down for scrolling. To select, press the leftmost top button.



Figure 4-8: The Nokia 7210 Phone Book.

3. **Select Copy from the menu.**

   Another menu appears, displaying two options: From Phone to SIM Card and From SIM Card to Phone.

4. **Select From Phone to SIM Card from the menu.**

5. **Select All from the menu and then select Keep Original from the menu that follows.**

   A confirmation screen appears.

6. **Select OK to confirm the copy.**

   Your phone starts copying the contents of the Phone Book to the SIM card. While it's doing the copy, the screen displays a bar that moves back and forth. If you have many contacts on your phone, this process

DropBooks

can take some time, so just be patient. When the contacts are loaded to the SIM card, the screen displays the number of contacts that were copied. You can proceed with the next step.

7. **Take out the SIM card from the Nokia phone and put it back into your BlackBerry.**

   Reinserting the SIM card resets your BlackBerry.

8. **On the BlackBerry Home screen, select Address Book.**

   Address Book opens.

9. **In Address Book, press the menu key, and then select SIM Phone Book.**

   It might take some time to load the contacts from your SIM card; how long depends on how many contacts you've saved to the card. (You'll see a progress bar on the screen.) After the contacts are loaded, they are listed on the screen, and you can start browsing or copying them to your Address Book.

   The SIM Phone Book menu item is located toward the bottom of the menu, as shown in Figure 4-9. Depending on your model, you might need to scroll down to see it.

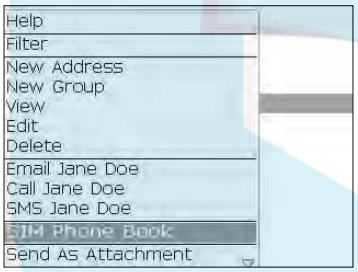


Figure 4-9: The Address Book menu showing the SIM Phone Book option.

10. **To copy a contact to Address Book, just highlight the contact, press the menu key, and then select Add to Address Book.**

    Your contact has now found its way to the BlackBerry Address Book. You can repeat this step for all the contacts you want copied. Although this is a tedious process, it's still a lot better than trying to type each one on your BlackBerry.

Keep in mind that SIM cards do have a limited capacity. If all your contacts don't fit on the SIM card on your first try, here are two ways you can add left-over contacts to your BlackBerry:

- One by one: If only one or two contacts are not included, you might be better off just typing them into your BlackBerry.

DropBooks

- In batches: If you have many more contacts left, you probably should try doing multiple saves. The trouble here is that you have to figure out what contact info was saved on your first try — which, of course, lets you know what you still have to copy over. We recommend loading such contacts in batches. To do that, first delete the names from the SIM card after they are loaded onto your BlackBerry. (That gives you a clean slate.) Repeat Steps 3 and 4 from the preceding list, but when you get to Step 5, select One by One from the menu rather than All. This allows you to select the remaining contacts to copy to the SIM card one at a time, instead of copying the whole shebang one more time. When the remaining contacts are in the SIM card, you can copy the second batch of names and load them to your BlackBerry by using the preceding steps. Repeat as needed.

Copying a contact to a SIM card

You can reverse the info-import process, too. That is, you can copy from your BlackBerry Address Book to a cellphone. "Can this be done?" you implore. To which we reply, "Why, certainly, with a little help from two BlackBerry experts." For, truth be told, this feature of Address Book is probably one of the most difficult tricks to figure out unless somebody shows you how it's done:

1. **Start by viewing the contact information.**

   Follow the steps in the "Viewing a contact" section, presented previously in the chapter.

2. **On the view screen, scroll to a Phone Number field, press the menu key, and then select Copy to SIM Phone Book.**

   The Copy to SIM Phone Book feature (see Figure 4-10) shows up only when you position the cursor in a Phone Number field.

   In versions prior to 3.8 of the BlackBerry OS, this step saves the entries to the SIM card right away. However, in version 3.8 or later, a confirmation screen shows up. It displays the phone book entry you want to add to the SIM card. If you see this screen, proceed to Step 3 to continue with the saving.

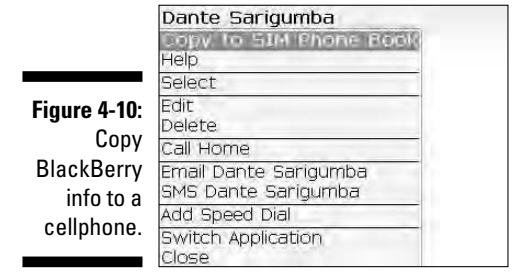


Figure 4-10: Copy BlackBerry info to a cellphone.

DropBooks

3. **On the Phone Book Entry screen, press the menu key, and then select Save.**

   This operation is a snap, and the screen immediately returns to the view contact screen shown as a result of Step 1.



If your phone doesn't recognize your BlackBerry SIM card, perhaps the phone is locked. Phone providers do this all the time: They lock the phones to their network, making it unusable in other networks. If this is the case, please call your phone provider and ask for instructions on how to unlock your phone.

Copying Contacts from Desktop Applications

Most of us have desktop applications that we use to maintain our network — you know, Microsoft Outlook, IBM Lotus Notes, or Novell GroupWise. A word to the wise: You do not want to maintain two address books — one in your BlackBerry and one on your desktop computer. That's a recipe for disaster.

Luckily for you, RIM makes it easy to get your various address books — BlackBerry, desktop, laptop, whatever — in sync. Your BlackBerry comes with BlackBerry Desktop Manager (BDM), a collection of programs, one of which is Intellisync. Intellisync allows you to sync between your device and the PC software. It also allows you to set up and configure the behavior of the program, including how the fields in the desktop version of Address Book map to Address Book fields in your BlackBerry. But you're not going to read about it here. For that, check out Chapter 16, which has complete details on how you can use the Intellisync feature of BlackBerry Desktop Manager to synchronize with the applications in your device — including, of course, your Address Book.

Looking for Someone?

Somehow — usually through a combination of typing skills and the shuttling of data between various electronic devices — you've created a nice long list of contacts in your Address Book. Nice enough, we suppose, but useless unless you can find the phone number of Rufus T. Firefly at the drop of a hat.

That's where the Find screen comes in. In fact, the first thing you see in Address Book when you open it is the Find screen, as shown in Figure 4-11.

DropBooks



Figure 4-11: Your search starts here.

You can conveniently search through your contacts by following these steps:

1. **In the Find field, enter the starting letters of the name you want to search for.**

   Your search criterion is the name of the person. You could enter the last name or first name or both. The list is usually sorted by first name and then last name. As you type the letters, notice that the list starts shrinking based on the matches on the letters that you enter. Figure 4-12 illustrates how this works.

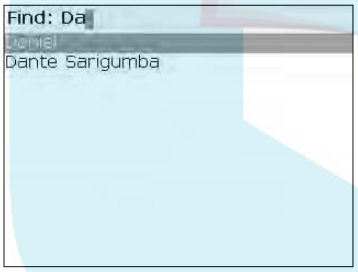


Figure 4-12: Enter more letters to shorten the potential contact list search.

2. **Scroll and highlight the name from the list of matches.**

   If you have multiple matches, use the trackball to scroll through the list to find the person's name.

   If you have a long list in your Address Book and you want to scroll down a page at a time, just hold down the Alt key (it's located to the left of the Z key) and scroll. You get where you need to go a lot faster.

3. **Press the menu key and select from the possible actions listed on the menu that appears.**

   After you find the person you want, you can select from these options, as shown in Figure 4-13:

   - **Email:** Starts a new e-mail message. See Chapter 8 for more information about e-mail.

DropBooks

- **PIN:** Starts a new PIN-to-PIN message, which is a messaging feature unique to BlackBerry. With PIN-to-PIN, you can send someone who has a BlackBerry a quick message. See Chapter 9 for more details about PIN-to-PIN messaging.
- **Call:** Uses Phone to dial the number.
- **SMS:** Starts a new SMS message. SMS is short for Short Messaging Service, which is used in cellphones. See Chapter 9 for more details about SMS.
- **Send to Messenger Contact:** Adds this contact to your contacts list in BlackBerry Messenger.
- **MMS:** Starts a new MMS message. MMS is short for Multimedia Messaging Service, an evolution from SMS that supports voice and video clips. See Chapter 9 for more details about MMS.

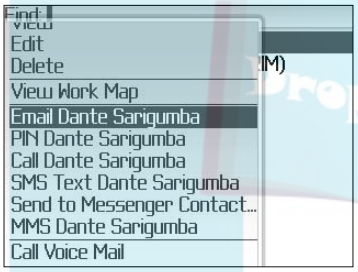


Figure 4-13: You get action options for the selected contact.

If you have a finger-fumble and press a letter key in error, press the escape key (the arrow key to the right of the trackball) once to return to the original list (the one showing all your contacts), or press the trackball once and select View All.

If you think you're hallucinating when you notice that sometimes the menu item `Email <contact name>` or `Call <contact name>` appears on the menu and sometimes not, just relax. There's nothing wrong with your eyesight or your mind. Address Book is smart enough to know when it's appropriate to show those menu options. If a contact has a phone number, `Call <contact name>` and `SMS <contact name>` show up, and the same is true for e-mail and the personal identification number (PIN). In fact, this list of actions is a convenient way to find out whether you have particular information — a phone number or an e-mail address — for a particular contact.



In a corporate environment, your BlackBerry Enterprise server administrator might disable PIN-to-PIN messaging because it doesn't go to the corporate e-mail servers and, therefore, can't be monitored. If this is the case, the menu option `PIN<contact name>` won't appear even though you entered PIN information for your contacts. Note that you'll still be able to receive a PIN-to-PIN message, but you won't be able to send one.

DropBooks

Organizing Your Contacts

You've been a diligent boy or girl by adding your contacts to your Address Book, and your list has been growing at a pretty good clip. It now has all the contact information for your business colleagues, clients, and (of course) family, friends, and relatives. In fact, your Address Book has grown so much that it holds hundreds of contacts, and you start to notice that it now takes you more time to find somebody, especially when you can't remember the name right away and are trying to explore the list knowing that when you see the name you'll recognize it.

Imagine that you've just seen an old acquaintance, a sales rep for XYZ, Inc., and you want to greet the person by name. His name is on the tip of your tongue, but you just can't put your finger on it. However, if you saw his name on a list, it would jump right out at you. The trouble is that your list has 300-plus names, which would take you forever to scroll through — so long, in fact, that the person would surely come right up to you in the meantime, and you'd have to fake the fact that you can't remember his name. (How embarrassing.) In this scenario, the tried-and-true Find feature wouldn't be much help. What you need is a smaller pool of names to search though so that you can stumble across the needed name much more quickly.

This isn't rocket science. You're going to want to do one of the following:

- **Organize your contacts into groups:** Using groups (as every kindergarten teacher could tell you) is a way to arrange something (in your case, contacts) to make them more manageable. How you arrange your groups is up to you because the organizing principle should be based on whatever makes sense (to you, at least) and fits the group you set up. For example, you can place all your customer contacts within a Clients group and family members and relatives in a Family group. Then instead of searching for names of individuals within one humongous list, you can search within a smaller, more manageable group.
- **Set up your contacts so that you can use some kind of filter on them:** Another way to organize and streamline how your BlackBerry Address Book lists your contacts is to use the Filter feature in combination with BlackBerry's Categories. (Categories is just another way that Address Book helps you filter contacts.) Using the Filter feature narrows the Address Book list to such an extent that you have to use only the trackball to scroll down and find your contact — no need to type search keywords, in other words.

Whether you use the Group or Filter feature is up to you. You find out how to use both methods in the next sections of this chapter.

DropBooks

Creating a group

A BlackBerry group in Address Book — as opposed to any other kind of group you can imagine — is just a simple filter or category. In other words, a group just arranges your contacts into subsets without affecting the content of your contact entries. In Address Book itself, a group shows up in the contact list just like any other contact. The only wrinkle here is that when you select the group, the contacts associated with that group — and only the contacts associated with that group — appear on-screen.

Need some help visualizing how this works? Go ahead and create a group, following these steps:

1. **On the BlackBerry Home screen, select Address Book.**

   Address Book opens.

2. **Press the menu key and then select New Group.**

   A screen similar to that in Figure 4-14 appears. The top portion of the screen is where you type the group name, and the bottom portion is where you add your list of group members.



Figure 4-14: An empty screen ready for creating a group.

3. **In the New Group field, enter the name of the group.**

   You can name the group anything, but for the sake of this example, go ahead and name the group *Friends.* After entering the name of the group, you're ready to save it. But hold on a sec — you can't save this group until you associate a member to it. To satisfy such a hard-and-fast rule, proceed to the next step to add a member.

4. **Press the trackball and then select Add Member from the menu that appears.**

   The main Address Book list shows up in all its glory, ready to be pilfered for names to add to your new Group list.

DropBooks

5. **Select the contact you want to add to your new Group list, press the trackball, and then select Continue from the menu that appears.**

   Everybody knows a Rob Kao, so go ahead and select him. You'll notice that doing so places Rob Kao in your Friends group list, as shown in Figure 4-15. (Rob Kao, a coauthor of the book you're holding in your hands, is a very popular fellow.)



Figure 4-15: Your new group has one member.

6. **Repeat Steps 4 and 5 to add more friends to your list.**

   After you're satisfied, save your group.

7. **Press the trackball and then select Save Group from the menu that appears.**

   Your Friends group is duly saved, and you can now see Friends on your main Address Book list.

Using the Filter feature on your contacts

Are you a left brainer or a right brainer? Yankees fan or Red Sox fan? An Innie or an Outie? Dividing up the world into categories is something everybody does (no divisions there), so it should come as no surprise that BlackBerry divides your contacts into distinct categories as well.

By default, two categories are already set for you on the BlackBerry: the Business category and the Personal category. But why stop at two? BlackBerry makes it easy to create more categories. In this section, you first find out how to categorize a contact, and then you see how to filter your Address Book list. Finally, you find out how to create categories.

Categorize your contacts

Whether you're creating a contact or editing an existing contact, you can categorize a particular contact as long as you're in Edit mode.

If the trick is getting into Edit mode, it's a pretty simple trick. Here's how that's done:

DropBooks

1. **On the BlackBerry Home screen, select Address Book.**

   Address Book opens.

2. **Highlight the contact, press the menu key, and then select Edit.**

   Address Book is now in Edit mode for this particular contact, which is exactly where you want to be.

3. **Press the menu key and then select Categories.**

   A Categories list appears, as shown in Figure 4-16. By default, you see only the Business and the Personal categories.

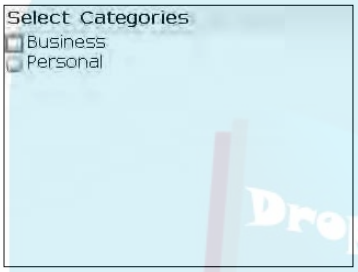


Figure 4-16: Default categories.

4. **Press the Space key or the trackball to select the check box next to Personal.**

5. **Press the menu key and then select Save.**

   You are brought back to the Edit screen for this particular contact.

6. **To complete your changes, press the trackball and then select Save (again) from the menu that appears.**

You now have one — count 'em, one — contact with Personal as its category, which means you can filter your Address Book list by using a category. Here's how:

1. **On the BlackBerry Home screen, select Address Book.**

2. **Press the menu key and then select Filter.**

   Your Categories list makes an appearance. If you haven't added any categories in the meantime, all you see here are the default Business and Personal categories.

3. **Press the Space key or the trackball to select the Personal check box.**

   Your Address Book list shrinks to just the contacts assigned to the Personal category, as shown in Figure 4-17.

DropBooks

You can quote me on this one

The purpose of groups is to easily scroll through your contacts, right? Assuming that you have a long list, your Family group could be buried in the middle of it — given where *F* falls in the alphabet. Or you might not even remember one of the group names you used. One simple technique to make a group appear at the top of your contact list is to enclose it in single quotes. For example, instead of naming your group *Friends,* you can name it *'Friends'*. The single quote serves a double purpose:

- A visual aid to quickly tell you that the contact listing is a group
- A way to force groups to always be listed at the very top

Just make sure that none of your contact names are enclosed in single quotes.

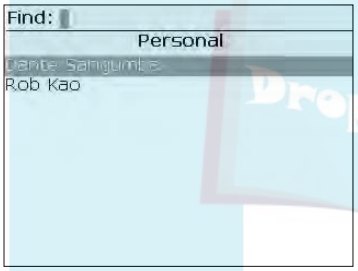


Figure 4-17: The Address Book list after a filter is applied.



As you add more contacts to a category, you can also use Find and enter the first few letters of the name to further narrow the search for a contact. If you need a refresher on how Find works, see the "Looking for Someone?" section, earlier in this chapter.

Adding a category

Whoever thought the default categories — Business and Personal — were enough for the complexities of the real world probably didn't have many acquaintances. BlackBerry makes it easy to add categories, so you can divide your world as much as you like. Just do the following:

1. **On the BlackBerry Home screen, select Address Book.**
2. **Press the menu key and then select Filter.**

   You get a view of the default categories. (Refer to Figure 4-16.)
3. **Press the menu key (again) and then select New.**

   A pop-up screen appears, asking you to name the new category you want to create.
4. **In the Name field, enter a name for your category and then press enter.**

DropBooks

After you enter the name of the category, it's automatically saved and you see the Filter screen, which lists all the categories, including the one you just created. Just press the escape key (the arrow key next to the trackball) to get back to the Address Book main screen.



You might not be able to see special characters, such as a single quote, on the keyboard. To enter a single quote, press the Alt key (it's to the left of the Z key) and the Sym key to display the list of symbols. On the screen that follows, scroll and click the quote.



Note that the Address Book application won't allow you to add a contact to a group if that contact does not have an e-mail address. (It's very strict on this point.) If, however, you don't have an e-mail address for someone you'd like to add to a group, skirt this roadblock by editing that contact's information and putting in a fake (and clearly inactive) e-mail address such as `notareal@emailaddress.no`.

Setting preferences

Vanilla, anyone? Some days you'll wish that your Address Book list were sorted differently. For example, there's the day when you need to find the guy who works for ABC Company but has a foreign name that you can hardly pronounce, let alone spell. What's a body to do?

You're in luck. Once again, the good people at RIM have anticipated this scenario and have made available to you Address Book Options, which is a palette of tricks that you can use to navigate some out-of-the-ordinary situations. Address Book Options sports a very simple screen, as Figure 4-18 makes clear, yet it provides you with three important options that change how Address Book behaves:

- **Sort By:** Allows you to change the way the list is sorted. You can change the sort field criteria from First Name, Last Name, or Company from the menu choices. You can use the Space key to toggle among the choices. Remember that guy from ABC Company? You can use the Sort By option to sort by Company. By doing that, all contacts from ABC Company are listed next to each other and with any luck the guy's name will jump out at you.

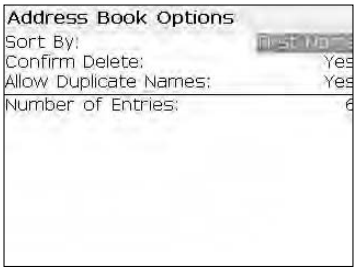


Figure 4-18: Choose your sort type here.

DropBooks

- **Confirm Delete:** Allows you to display a confirmation screen for all contact deletions. You should always keep this feature turned on for normal usage. Because there are many ways you could accidentally delete somebody from your Address Book, this feature is a good way of minimizing those accidents.
- **Allow Duplicate Names:** Self-explanatory. If you turn this on, you can have multiple people who happen to share the same name in your Address Book. If it's off, you get a warning when you try to add a name that's identical to someone who already exists on your list. Maybe you are just tired and mistakenly try to add the same person twice to your list. Then again, sometimes people just have the same name. We recommend keeping the default value of Yes, allowing you to have contacts with the same names.

How do you change any of these options? The fields behave like any other fields on a BlackBerry application. You simply highlight the field, press the trackball, and select Change Option from the menu that appears. You then see a menu screen that allows you to select the possible option values. For example, Figure 4-19 shows the possible Sort By fields.

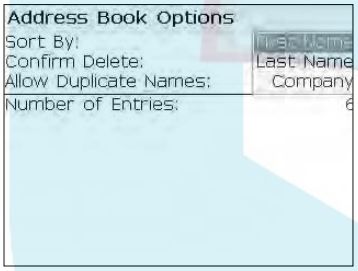


Figure 4-19: The Sort By field options.

Sharing a Contact

Suppose you want to share your contact information with a friend who happens to have a BlackBerry as well. A vCard — virtual (business) card — is your answer and can make your life a lot easier. In BlackBerry Land, a vCard is a contact in your Address Book that you send to someone as an attachment to an e-mail. (Keep reading for more on sending vCards.) At the receiving end, the BlackBerry device (being the smart device that it is) recognizes the attachment and informs the BlackBerry owner that he or she has the option of saving it, making it available for his or her viewing pleasure in Address Book.

DropBooks

Sending a vCard

Because a vCard is nothing more than an Address Book contact attached to an e-mail, sending a vCard is a piece of cake. (Of course, you do need to make sure that your recipient has a BlackBerry device to be able to receive the information.)

Here's how you go about sending a vCard:

1. **On the BlackBerry Home screen, select the Messages application.**

   The messages icon may differ from theme to theme, but most themes use an image of a mail envelope, as shown in Figure 4-20.



Figure 4-20: Launch Messages here.

2. **Press the menu key and then select Compose Email.**

   The new message screen appears, allowing you to compose a new e-mail. Your next step is to enter the name of the recipient of this e-mail.

3. **In the To field, start typing the name of the person you want to receive this vCard. When you see the name in the drop-down list, highlight it and press the trackball.**

   You are now presented with an e-mail screen with the name you just selected as the To recipient.

4. **Enter the subject and message.**

5. **Press the menu key and then select Attach Address.**

   Address Book opens.

6. **Highlight the name of the person whose contact information you want attached and then press the trackball.**

   The e-mail composition screen reappears, and an icon that looks like a book indicates that the e-mail now contains your attachment. Now all you have to do is send your e-mail.

DropBooks

7. **Press the trackball and then select Send from the menu that appears.**

   You just shared the specified contact information. (Don't you feel right neighborly now?)

Receiving a vCard

If you're the recipient of an e-mail that has a contact attachment, here's how you go about saving it to your Address Book:

1. **On the BlackBerry Home screen, select Messages.**
2. **Select the e-mail that contains the vCard.**

   The e-mail with the vCard attachment opens.

3. **Scroll down to the attachment. When the cursor is hovering over the attachment, press the trackball and select View Attachment from the menu that appears.**

   The vCard makes an appearance on-screen. Now all you have to do is save the contact in your Address Book.

4. **Press the menu key and then select Add to Address Book.**

   The vCard is saved and is now available in your BlackBerry Address Book.

Searching for Somebody Outside Your Address Book

Does your employer provide your BlackBerry? Do you use Outlook or Lotus Notes on your desktop machine at work? If your answer to both of these questions is yes, this section is for you. BlackBerry Address Book has a feature that allows you to search for people in your organization, basically through Microsoft Exchange (for Outlook), IBM Domino (for Notes), or Novell GroupWise. Exchange, Domino, and GroupWise serve the same purposes: namely, to facilitate e-mail delivery in a corporate environment and to enable access to a database of names.



For you techies out there, these person databases are called Global Address Lists (GAL) in Exchange; Notes Address Books in Domino; and GroupWise Address Books in GroupWise.

DropBooks

If you want to search for somebody in your organization through a database of names, simply follow these steps:

1. **On the BlackBerry Home screen, select Address Book.**
2. **Press the menu key and then select Lookup.**



Some corporations might not have the Lookup feature enabled. Please check with your IT department for more information.

Although you access the Lookup feature inside Address Book, it really is going beyond your device and into your company's Exchange, Domino, or GroupWise database, depending on which e-mail server your company uses.

3. **In the screen that appears, enter the name you're searching for and then press the trackball.**

You could enter the beginning characters of either a person's surname or first name. You are not searching on your Address Book but on your company's database, so this step might take some time to complete depending on the criteria you entered.



For big organizations, we recommend being more precise when doing your search. For example, searching for *Dan* yields more hits than searching for *Daniel.* The more precise your search criteria, the fewer hits you'll get and the faster the search will be.

While the search is in progress, you'll see the word `Lookup` and the criteria you put in at the top of the list. For example, if you enter **Daniel**, the top row reads `Lookup: Daniel`. After the search is finished, BlackBerry displays the number of hits or matches: for example, `20 matches: Daniel`.

4. **Select the matches count to display the list of matches.**

A screen displaying the matching names based on your criteria appears. A header at the top of this screen details the matches displayed in the current screen as well as the total hits. For example, if the header reads something like `Lookup Daniel (20 of 130 matches)`, 130 people in your Organization have the name *Daniel,* and BlackBerry is displaying the first 20. You have the option of fetching more by pressing the trackball and choosing Get More Results from the menu that appears.



You could also add the name or names listed in this result to your Address Book by using the Add command (for the currently highlighted name) or the Add All command for all the names on the list. (As always, press the trackball to call up the menu containing these options.)

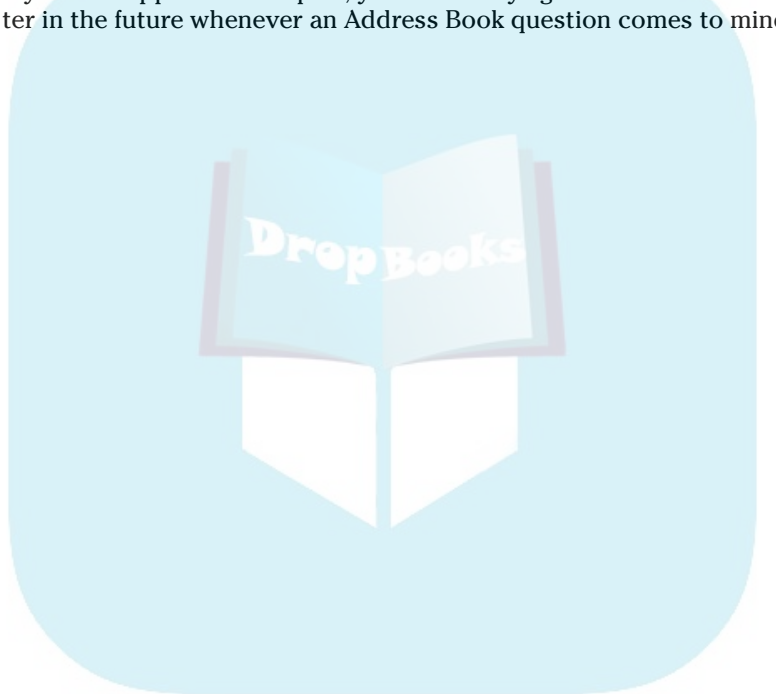
When you think you've found the person you're looking for, the next step is to check the information to make sure you have the right person.

DropBooks

5. **Select the person whose information you want to review.**

   The person's contact information is displayed on a read-only screen. Information might include the person's title, e-mail address, work, mobile, and fax numbers, and the snail-mail address at work. Any of that information gives you confirmation about the person you're looking for. Of course, what shows up depends on the availability of this information in your company's database.

This is one of the longest chapters in the book, but you've just explored a core application that you are going to use with your BlackBerry many times. If you've skipped some topics, you can always go back and refer to this chapter in the future whenever an Address Book question comes to mind.



DropBooks

Chapter 5

Don't Miss Your Appointments

In This Chapter

- Seeing your schedule from different time frames
- Making your Calendar your own
- Scheduling a meeting
- Viewing an appointment
- Deleting an appointment
- Sending and receiving meeting requests

To some folks, the key to being organized and productive is mastering time management and using their time wisely (and we're not just talking about reading this book while you're commuting to work). Many have discovered that there is no better way to organize their time than to use a calendar — a daily planner tool. Some prefer digital to paper, so they use a planner software program on their PC — either installed on their hard drive or accessed through an Internet portal (such as Yahoo!). The smartest of the bunch, of course, use their BlackBerry handheld because it has the whole planner thing covered in handy form with its Calendar application.

In this chapter, we show you how to keep your life (personal and work) in order by managing your appointments with your BlackBerry Calendar. What's great about managing your time on a BlackBerry versus your PC is that your BlackBerry is always with you to remind you. Just remember that you won't have excuses anymore for forgetting that important quarterly meeting or Bertha's birthday bash.

Accessing BlackBerry Calendar



BlackBerry Calendar is one of the BlackBerry core applications, like Address Book or Phone (read more about the others in Chapter 1), so it's easy to get to. From the Home screen, press the menu key and then select Calendar. Voilà! You have Calendar.

DropBooks

Choosing Your Calendar View

The first time you open Calendar, you'll likely see the Day view, which is a default setting on the BlackBerry, as shown in Figure 5-1. However, you can change the Calendar view to a different one that works better for your needs:

- **Day:** This view gives you a summary of your appointments for the day. By default, it lists all your appointments from 9 a.m. to 5 p.m.



Figure 5-1: Day view in Calendar.

- **Week:** This view shows you a seven-day summary view of your appointments. By using this view, you can see how busy you are in a particular week.
- **Month:** The Month view shows you every day of the month. You can't tell how many appointments are in a day, but you can see on which days you have appointments.
- **Agenda:** The Agenda view is a bit different from the other views. It isn't a time-based view like the others; it basically lists your upcoming appointments. And in the list, you can see details of the appointments, such as where and when.

Different views (like the ones shown in Figure 5-2) offer you a different focus on your schedule. Select the view you want based on your scheduling needs and preferences. If your life is a little more complicated, you can even use a combination of views for a full grasp of your schedule.

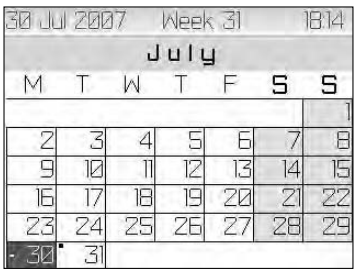


Figure 5-2: Change your Calendar view to fit your life.

DropBooks

To switch between different Calendar views, simply follow these steps:

1. **From the Home screen, press the menu key and then select Calendar.**

   Doing so calls up the Calendar application in its default view — more than likely Day view.

2. **Press the menu key and then select the view of your choice from the menu that appears (shown in Figure 5-3).**

   If you start from Day view, your choices are View Week, View Month, and View Agenda.

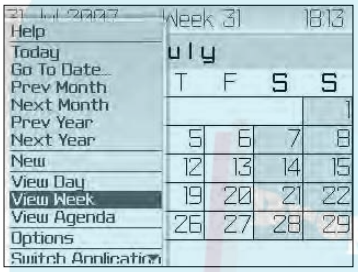


Figure 5-3: The Calendar menu lets you select different views.

Moving between Time Frames

Depending on what view of Calendar you're in, you can easily move to the previous or next day, week, month, or year. For example, if you're in the Month view, you can move to the next month (um, relative to the currently displayed month). Likewise, you can also move to the previous month. In fact, if you like to look at things long term, you can jump ahead (or back) a year at a time. (See Figure 5-4.)



Figure 5-4: Move between months or years in Month view.

DropBooks

You have similar flexibility when it comes to the other Calendar views. See Table 5-1 for a summary of what's available.

Table 5-1 Moving between Views

Calendar View	*Move Between*
Day	Days and weeks
Week	Weeks
Month	Months and years
Agenda	Days



You can always go to today's date regardless of what Calendar view you're in. Just press the menu key and then select Today from the menu that appears.

Furthermore, you can jump to any date of your choosing by pressing the menu key and then selecting Go to Date. Doing so calls up a handy little dialog box that lets you choose the date you want. To change the date, scroll the trackball to the desired day, month, and year, as shown in Figure 5-5.

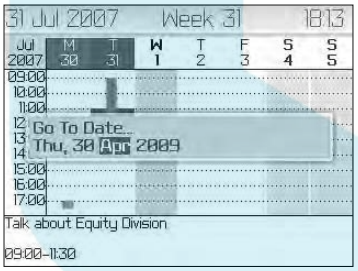


Figure 5-5: Go to any date you want.

Customizing Your Calendar

To change the initial (default) view in your Calendar — from Day view to Month view, for example — Calendar Options is the answer. To get to Calendar Options, open Calendar, press the menu key, and select Options from the menu that appears. You see choices similar to the ones shown in Table 5-2.

DropBooks

Table 5-2 Calendar Options

Option	*Description*
Initial View	Specify the Calendar view that you first see when opening Calendar.
Enable Quick Entry	Day view only. Allows you to make a new appointment by typing characters. This way, you don't need to press the trackball and select New. *Note:* If you enable this, Day view shortcuts described on the cheat sheet (at the front of the book) do not apply.
Default Reminder	How long your BlackBerry notifies you before your appointment time. The default is 15 minutes.
Snooze	The snooze time when a reminder appears. The default is 5 minutes.
Start of Day	The time of day that defines your start of day in Day view. The default is 9 a.m. If you change this to 8 a.m., for example, your Day view starts at 8 a.m. instead of 9 a.m.
End of Day	The time of the day that defines the end of day in Day view. The default is 5 p.m. If you change this to 6 p.m., for example, your Day view ends at 6 p.m. instead of 5 p.m.
First Day of Week	The day that first appears in your Week view.
Confirm Delete	Determines whether or not the BlackBerry prompts you for confirmation upon appointment deletion.
Show Free Time in Agenda View	If yes, this field allows an appointment-free day's date to appear in the Agenda view. If no, the Agenda view will not show the date of days on which you don't have an appointment.
Show End Time in Agenda View	If yes, this field shows the end time of each appointment in the Agenda view. If no, the Agenda view will show only the start time of each appointment.
Show Tasks	A task can be scheduled just like a Calendar event.
Number of Entries	The total number of appointments in your calendar (past and future).

DropBooks

All Things Appointments: Adding, Reviewing, and Deleting

After you master navigating the different Calendar views (and that should take you all of about two minutes), and you have Calendar customized to your heart's content (another three minutes, tops), it's time (pun intended) to set up, review, and delete appointments. We also show you how to set up a meeting with clients or colleagues.

Creating an appointment

Setting up a new appointment is easy. You need only one piece of information: when your appointment occurs. Of course, you can easily add related information about the appointment, such as the meeting's purpose, its location, and whatever additional notes are helpful.



In addition to your standard one-time, limited-duration meeting, you can also set all-day appointments. The BlackBerry can assist you in setting recurring meetings as well as reminders. Sweet!

Creating a one-time appointment

To add a new one-time appointment, follow these steps:

1. **Open Calendar.**
2. **Press the menu key and then select New.**

   The New Appointment screen appears, as shown in Figure 5-6.



Figure 5-6: Set an appointment here.

DropBooks

3. **Fill in the key appointment information.**

   Type all the information regarding your appointment in the appropriate spaces. You should at least enter the time and the subject of your appointment.

4. **Press the menu key and then select Save.**

   This saves your newly created appointment.

Your new appointment is now in Calendar and viewable from any Calendar view. Also, keep in mind that you can have more than one appointment in the same time slot. Why? Well, the BlackBerry Calendar allows conflicts in your schedule because it lets you make the hard decision about which appointment you should forgo.

Creating an all-day appointment

If your appointment is an all-day event — for example, if you're in corporate training or have an all-day doctor's appointment — mark the All Day Event check box in the New Appointment screen, as shown in Figure 5-7. You can do so by scrolling to the check box and pressing the trackball. When this check box is checked, you will not be able to specify the time of your appointment — just the start date and end date (simply because it doesn't make sense to specify a time for an all-day event).



Figure 5-7: Set an all-day event here.

Setting your appointment reminder time

Any appointment you enter in Calendar can be associated with a reminder alert — either a vibration or a beep, depending on how you set things up in your profile. (For more on profiles, see Chapter 3.) You can also choose to have no reminder for an appointment. From the New Appointment screen, simply scroll to the Reminder field and select a reminder time anywhere from none to 1 week before your appointment time.

DropBooks

Profile is simply another useful BlackBerry feature that allows you to customize how your BlackBerry alerts you when an event occurs. Examples of events are an e-mail, a phone call, or a reminder for an appointment.

By default, whatever reminder alert you set goes off 15 minutes before the event. But you don't have to stick with the default. You can choose your own default reminder time. Here's how:

1. **Open Calendar.**
2. **Press the menu key and then select Options.**

   Doing so calls up the Calendar Options screen.
3. **Select Default Reminder.**
4. **Choose a default reminder time anywhere from none to 1 week before your appointment.**

So from now on, any new appointment has a default reminder time of what you just set up. Assuming that you have a reminder time other than none, the next time you have an appointment coming up, you see a dialog box like the one shown in Figure 5-8, reminding you of an upcoming appointment.

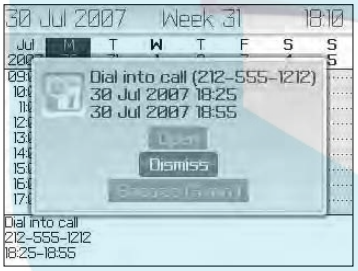


Figure 5-8: You get a reminder dialog box if you want.

Creating a recurring appointment

You can set up recurring appointments based on daily, weekly, monthly, or yearly recurrences. Everyone has some appointment that repeats, such as birthdays or anniversaries (or taking out the trash every Thursday at 7:30 a.m. — ugh).

For all recurrence types, you can define an Every field. For example, say you have an appointment that recurs every nine days. Just set the Recurrence field to Daily and the Every field to 9, as shown in Figure 5-9.

DropBooks

Depending on what you select in the Recurrence field, you have the option to fill in other fields. If you enter Weekly in the Recurrence field, for example, you have the option of filling in the Day of the Week field. (It basically allows you to select the day of the week on which your appointment recurs.)

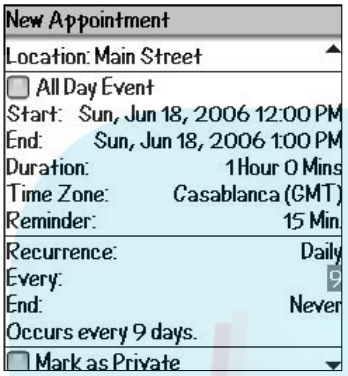


Figure 5-9: An appointment recurring every nine days.

If you enter Monthly or Yearly in the Recurrence field, the Relative Date check box is available. With this check box checked, you can ensure that your appointment recurs relative to today's date. For example, if you choose the following, your appointment occurs every two months on the third Sunday until July 31, 2010:

Start: Sunday, June 17, 2007 at 12 p.m.

End: Sunday, June 17, 2007 at 1 p.m.

Recurrence: Monthly

Every: 2

Relative Date: Selected

End: Saturday, July 31, 2010

On the other hand, if all options in our example remain the same except that Relative Date is not selected, your appointment occurs every two months, on the 18th of the month, until July 31, 2010.

If all this "relative" talk has you dizzy, don't worry: The majority of your appointments won't be as complicated as this.

DropBooks

Opening an appointment

After you set an appointment, you can view it in a couple of ways. If you've set up reminders for your appointment and the little Reminder dialog box appears on-screen at the designated time before your appointment, you can view your appointment by clicking the box's Open button (refer to Figure 5-8). Or you can open the appointment from Calendar by going to the exact time of your appointment and viewing it there.



While looking at an appointment, you have the option of making changes (a new appointment time and new appointment location) and then saving them.

Deleting an appointment

Deleting an appointment is straightforward. When in Day or Week view, simply scroll to the appointment that you want to delete, press the menu key, and select Delete from the menu that appears.



If the appointment that you're deleting is part of a recurring appointment, a dialog box pops up asking whether you want to delete all occurrences of this appointment or just this particular occurrence, as shown in Figure 5-10. After you make your choice, your appointment is history.

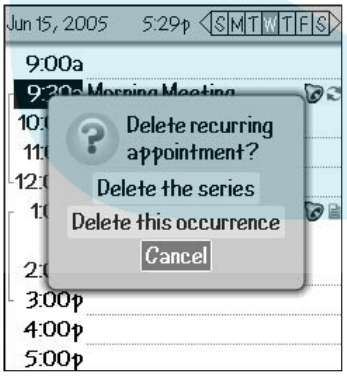


Figure 5-10: You can delete all occurrences or just the single instance of a recurring appointment.

DropBooks

Appointments versus Meetings



Technically, any event in your Calendar counts as an appointment, whether it's a reminder for your best friend's birthday or a reminder of a doctor's appointment for a checkup. However, when you invite people to an appointment or you get invited to one, regardless of whether it's a face-to-face meeting or a phone conference, that appointment becomes a *meeting*.

Sending a meeting request

Sending a meeting request to others is similar to creating a Calendar appointment:

1. **Open Calendar.**
2. **Press the menu key and then select New.**
3. **Fill in the key appointment information (subject, location, and time).**
4. **Press the menu key and then select Invite Attendee.**

   You're taken to Address Book to select your meeting attendee.
5. **From Address Book:**
   - *If you have contacts in your Address Book:* Highlight the contact you want and press the trackball.
   - *If you don't yet have contacts or the one you want isn't in your Address Book:* Use the Use Once option to enter the appropriate e-mail address and press the enter key to finish and return to Calendar.
6. **After returning from Address Book, you see the attendees in your Calendar meeting notice.**
7. **Press the menu key and then select Save.**

   This action actually sends an e-mail to your meeting attendees, inviting them to your meeting.

DropBooks

Responding to a meeting request

If you've ever worked in an office, you've likely received a meeting request by e-mail, asking you to respond to the meeting by choosing one of three options: Accept, Tentative, or Decline. (If it's from your boss for an all-staff meeting and you just can't afford to decline again because it's so close to Christmas bonus time, that's an Accept.)

You can accept any meeting request from your managers or colleagues on your BlackBerry just as you would on your desktop PC. In the PC world, you respond to an e-mail request for a meeting by clicking the appropriate button in your e-mail client (Microsoft Outlook, for the vast majority of you out there). In the BlackBerry world, a meeting request also comes in the form of an e-mail; upon reading the e-mail, just choose Accept, Tentative, or Decline in the Messages application, as shown in Figure 5-11. Your response is sent back in an e-mail. We go into more detail about the Messages application in Chapter 8.

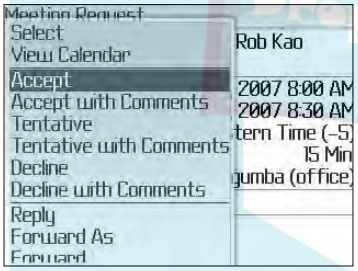


Figure 5-11: Of course, you can make it to yet another meeting!

After you respond to the meeting request, the meeting is added to your Calendar automatically. If you have a change of heart later, you can change your response (yes, you can later decline that useless meeting) in Calendar, and the declined event disappears from your Calendar.

DropBooks

Chapter 6

Your To-Do List and Keeping Your Password

In This Chapter

- Getting to know the Tasks application
- Adding, changing, and deleting tasks
- Managing your Tasks list
- Setting up recurring tasks
- Using Password Keeper

Using your BlackBerry as an organizational tool is one of the key themes in this book. And speaking of organization, what better proof of your impressive organizational skills could exist than the fact that you use task, or to-do, lists? Knowing what you need to do today, tomorrow, the entire week, or perhaps the whole month makes you more efficient on your job and in your personal life. The fact is that you not only need to know what your tasks are, but you also need to prioritize them — and reprioritize them, if necessary. And with your BlackBerry as your able assistant, you can.

In this chapter, we introduce you to your Blackberry device's Tasks application. Stick with us as we explore this valuable tool, jumping from creating and maintaining your to-do list to setting alerts for a recurring task in a single bound. We also throw in a few tips and tricks to make maintaining and searching your Tasks list easier and faster. Of course, we can't advise you on how to actually *do* the task after your BlackBerry calls your attention to it, but with your BlackBerry in your palm, you're at least a step closer to clearing your desk. Finally, we also give you the scoop on keeping your passwords safe by using the Password Keeper application.



Even if you keep a to-do list on your desktop (Outlook, anyone?), consider switching to all BlackBerry, all the time. You'll love the greater flexibility that comes with greater mobility. Or, if you just can't give up your desktop application, you have the option of using both applications and just synchronizing them. (More about that later in the chapter.)

DropBooks



The Tasks application we describe here is the latest version as of this writing. Some earlier models don't have features such as Filter, but the core functionality hasn't changed. When we describe a feature not on earlier models, we point that out. If you have an older model of BlackBerry, you can avail yourself of the latest version of Tasks by upgrading your OS, because core BlackBerry applications, including Tasks, are bundled with the OS. (See Chapter 17 for details on how to upgrade your OS.)

Accessing Tasks

Depending on your BlackBerry theme, launching Tasks is just a press of the trackball. If you are using the BB Dimension Icon theme, Tasks is visible at the onset on the Home screen, as you can see in Figure 6-1. Just look for the icon of a notepad with check marks.

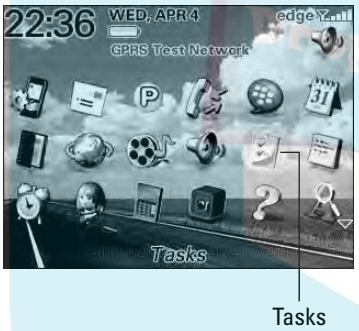


Figure 6-1: Accessing the Tasks application with the BB Dimension Icon theme.



On other themes such as Cingular, Tasks is accessible through the Application icon, as shown in Figure 6-2. Locating Tasks is easy — just highlight Applications and press the trackball. On the screen that follows, you should find Tasks. Note that the display may vary depending on the theme you use.

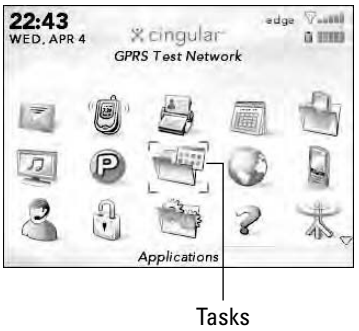


Figure 6-2: Going from Applications to Tasks.

DropBooks

The number of themes installed on your device can vary from service provider to service provider. For example, take a look at Figure 6-3 to see the difference between RIM and T-Mobile themes:

- **RIM:** The left screen in Figure 6-3 is a Cingular theme. Here the Tasks icon is similar to the one used in BB Dimension Today.
- **T-Mobile:** The right screen in Figure 6-3 is the T-Mobile Zen theme. (Depending on your service provider, the device might be set to the provider's theme, like the one we have here for T-Mobile.) On the T-Mobile Zen theme, you can customize five application icons to appear on the Home screen. Other applications are accessible by pressing the menu key, which lists all applications, and then using the trackball to scroll and select from the list.

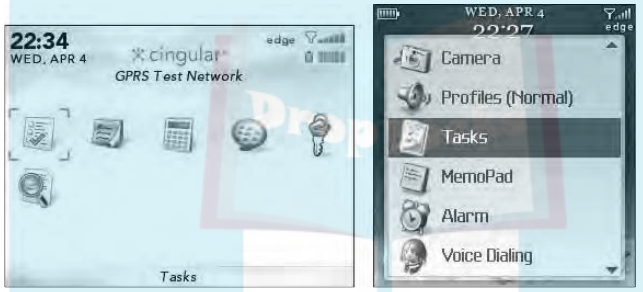


Figure 6-3: The Tasks icon as seen on BB Dimension Today and T-Mobile Zen theme.



For the BlackBerry Pearl, the icons used by other providers might be different from what you see presented here for your delight by Cingular and T-Mobile. If this is the case for your BlackBerry, just remember that Tasks is always in Applications. If you can locate the Applications icon, it's just a matter of pressing the trackball to locate the Tasks icon.

Recording a New Task

The first step when building a to-do list is to start recording one. Don't groan and roll your eyes, dreading how long this will take. This is easy, so just relax and you'll be finished in a snap.

Follow these simple steps:

1. **Select Tasks.**

   The Tasks application opens. Similar to Address Book and MemoPad, the screen that appears is divided into two parts: The top shows the Find field, followed by the list of tasks or **No Tasks**.

DropBooks

2. **Press the menu key and then select New (as shown on the left in Figure 6-4).**

   The New screen appears, as shown on the right side of Figure 6-4, ready and willing to document your new task. This simple screen features easy-to-understand fields that describe the task you're about to enter.

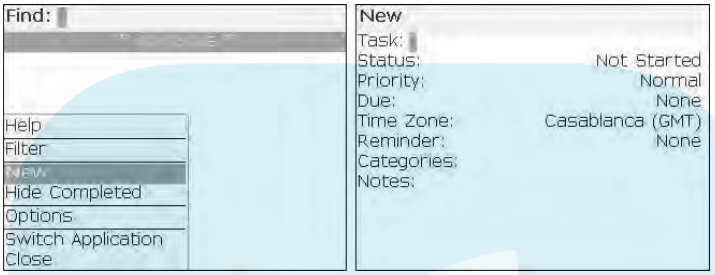


Figure 6-4: Select New and an empty Task screen appears.

3. **Use the trackball to move to each field and enter information for your task.**

   Some fields are for text that you enter yourself, and some fields hold items you select from a menu specific for that field. In other words, for text fields, you have to type the stuff you want; but for nontext fields, you select the field, press the trackball again, and then select your choice from the selection that appears. (Pretty convenient, huh?) We explain all these fields in the next section, "Navigating the Tasks Fields."

   To update a field from a list of choices, select that field and then press the trackball.

4. **After filling in the relevant fields, press the menu key and then select Save.**

   Doing so saves your task, and you should see the task added to the Tasks list.

Navigating the Tasks Fields

The New task screen (refer to Figure 6-4) is straightforward and contains few fields. Although the few fields there are self-explanatory, we (being the thorough guys that we are) describe each one here.

DropBooks

Task field

Use this field to log the subject or a short description of your task. Make this field as descriptive as you can: The subject you type here should be specific enough that you can differentiate this task from the rest on your list. For example, if you make several presentations to clients, you don't want to call your task Prepare Presentations. You want to be specific so that you can distinguish it. Perhaps name it Product X Benefit Forecast to XYZ CFO. You can search on this field from the main Tasks screen.

Status field

Fill in the Status field to indicate the current state of your task. Status is a *selection field* — that is, after highlighting the field, you press the trackball and select a value from the list.

The choices you see give you a good idea of the field's purpose. The following are the possible values you can choose from:

- **Not Started:** You haven't started this task yet. Because this choice is the most common, Not Started is the default choice when creating a task.
- **In Progress:** You are in the midst of the task.
- **Completed:** You are finished with the task.
- **Waiting:** Your task is ongoing and dependent on another task or another event. For example, you're waiting for Joe in Accounting to get you a spreadsheet so that you can include it in your report and complete the task.
- **Deferred:** Your task is on hold. Maybe you just don't need to work on this task at the moment, or you want more information before you decide whether this task is worth doing. Either way, you want to keep the task listed so that you can track it or resurrect it. Perhaps this task isn't a big deal today, but could become important in a month or two. By tagging a task as Deferred, you keep yourself aware of a task that might or might not ramp up.

Priority field

In the Priority field, you can specify the timeliness or urgency of the task. Like the Status field, the choices here are selections you make from a menu. You can choose from one of the following values:

DropBooks

- **High:** This is the highest possible setting. You should consider the most urgent task to be of high priority.
- **Normal:** This is the default value, which applies to most tasks. In reality, a Normal task can jump to become a High priority when it's not finished in time, but you have to decide and assign that yourself.
- **Low:** Just like you'd surmise, a Low rating tags a task as being not that critical — you can put this one off until you're finished with the High and Normal tasks. You can rate all your nice-to-have tasks with this priority. *Hint:* When you're finished with your High and Normal tasks, reprioritize your Low tasks.

Due field

Consider the Due field as your task completion deadline. Here, you can enter a due date for your task. The default here is None; to change the value to a specified due date, follow these steps:

1. **Select the field.**

   A pop-up menu appears on-screen offering two options: None and By Date.

2. **Select the By Date option.**

   A date field appears on the next line, as shown in Figure 6-5. The value of the date defaults to the current date. If the current date is not your intended due date, proceed to Step 3 to change the value of this date.

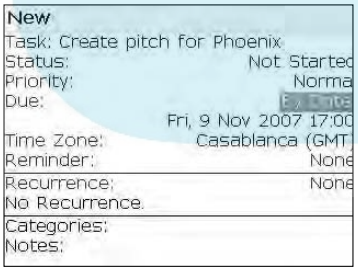


Figure 6-5: Set a task's due date here.

3. **Select the specific portion of the date that you want to change.**

   The portion of the date that you highlighted is now editable. The date portions that you can change are year, month, day, and time. Although this is a date field — like any date field in Tasks, for that matter — setting its value will not create an entry in Calendar.

DropBooks

4. **Using the trackball, scroll to the specific date value you want and then press the trackball to accept the change.**

   At this point, you should have the right value of the date component you want.

Note: Say you modified the day but you want a specific time on that day. Repeat Steps 3 and 4 but this time highlight (and edit) the time component of the date.

While you are specifying the due date, you might see the Recurrence and No Recurrence fields. These fields show up only when you select By Date in the Due field. Intrigued? Check the "Creating Recurring Tasks" section, later in this chapter, for details about these fields.

Time Zone field

The Time Zone field holds the time zone related to the date fields used for this task: Due (preceding section) and Reminder (following section). If these fields have values of None, this field is irrelevant.

You can specify a time zone different from your locale. For example, if you live in New York and you anticipate completing this task in Mexico City, you can specify the Mexico City time zone. Then all the times in this task become relative to Mexico City.

Reminder field

From the Reminder field (a date field), you can set an alarm or a notice on the date and time you specify. You can set it just like you would set the Due field. (See the earlier section, "Due field.") Setting a reminder is useful, especially for those important tasks that you can't afford to forget (such as buying a birthday gift for your significant other).

Again, just like any date field in Tasks, setting its value will not make it show up in your Calendar. The type of reminder you get is based on your active profile. (Please check Chapter 3 for details on how to customize notifications in your profile.)

When the reminder date is met, BlackBerry notifies you and displays a reminder screen. On this screen, you will see the name of the task and possible actions: Open (opens the task), Mark Completed (shows up for a task with a status other than Completed), and Dismiss (closes the screen).

DropBooks

Categories field

Use the Categories field to assign a specific category that you can use to filter your Tasks list later. *Note:* This feature is available only on BlackBerry devices with OS version 4.0. By default, this field is blank. However, you can easily assign a value to it from the Categories screen available through the context menu. We find that using the Categories field is important for organizing your list, so we describe it fully in the separate section, "Organizing Your Tasks List."

Notes field

The Notes field is a free-for-all text field. You can put anything here you want, such as a detailed description of the task or any other info that relates to this task.

Updating Your Tasks

When it's time to update your Tasks list — say, after finishing a high-priority task or when you want to change the due date for a specific task — the Tasks application won't stand in your way. You can quickly go back to your Tasks list and update those records.

To update a specific task, follow these steps:

1. **Select Tasks.**

   The Tasks application opens to the Find screen, which displays your current Tasks list.

2. **In the Tasks list, select the task you need to edit.**

   The screen that opens is the same one you used to create the highlighted task, although obviously this display has fields filled with the information you already entered.

3. **Update the fields.**

   Go through each of the fields that you want to edit.

   The Task and Notes fields are text fields that you can edit from here. To update the other fields, you have to highlight the field and then press the trackball to make those fields editable.

4. **Press the menu key and then select Save.**

   This saves your task, and you can see the updated task in the Tasks list.



DropBooks

Deleting a Task

Just like folks make a ritual of spring-cleaning when winter fades, the same is true for your tasks. When a task is completed and keeping it just takes up space, simply delete it through your Tasks application.

In simple steps, here's how:

1. **Select Tasks.**

   The Tasks application opens, displaying your Tasks list.

2. **Using your trackball, highlight the task you want to delete.**

3. **Press the menu key and then select Delete.**

   You see the standard Confirmation screen.

4. **If you're sure that this task is doomed for the dustbin, highlight Delete on the Confirmation screen and press the trackball.**

   The task is deleted, and your Tasks list is updated.

Organizing Your Tasks List

As time goes by, your Tasks list is sure to grow — which means that the time it takes to find a task in your List is sure to grow as well. One way to stay organized is to make it a habit to delete finished tasks from your list, as we detail in the preceding section. (The shorter the list, the better, as we always say.) We recommend weeding out your Tasks list every time a project or a goal is completed. After all, when a particular project is completed, you probably don't need to go back to the tasks you did for it.



If you're someone who just loves to document everything you accomplish (or you work in an environment where you're expected to keep a listing of tasks completed — can you say quarterly employee review?), you might not relish the idea of deleting any entry from your Tasks list. In that case, regularly archive a copy of your entire Tasks list before you do any weeding, and you'll have a complete record of every stitch of hard work you contributed to a project. To archive, synchronize your BlackBerry with your desktop and store the data in whatever time-management software you use on your desktop. BlackBerry can synchronize to personal as well as enterprise time-management software. (For details on how to synchronize, see Chapter 16.)

After synchronization, you can print the Tasks list related to this completed project (via your desktop application), which you can file. Having a hard copy of those completed tasks can give you peace of mind as you delete tasks from your BlackBerry. The best of both worlds, right? You clean up

DropBooks

your Tasks list (making it easier for you to do a search), and you have an archive (in case you need a historical reference).

Another way to stay organized is to sort your Tasks list. Even after you weed out tasks you've completed, you may still have difficulty finding a task from your list. Fear not; help is available. Chances are that when you look for a task, you know something identifiable about it, such as its priority or due date. Because you assign information about your task when you create it (see the earlier sections, "Navigating the Tasks Fields" and "Updating Your Tasks"), you can use that information as part of a Task sort in your BlackBerry. By default, your Tasks list is sorted by the name or subject of your task, but you can also sort by priority, due date, or status. For example, if you know the due date of your task, you can sort your list by due date and thus quickly find the task at hand.

"Sounds great," you say, "but how do I change the sort criteria?" We're glad you asked. Because changing how you sort basically involves customizing your BlackBerry device, we're going to stick that discussion in the next section, entitled, appropriately enough, "Customizing tasks."

Customizing tasks

You can make two — count 'em, two — Tasks customizations through the Options screen: sort by criteria and deletion confirmation. Locating the Options screen from the Tasks application is easy. Just press the trackball, and select Options. The Tasks Options screen appears, displaying your two choices, as shown in Figure 6-6:

- **Sort By:** Here you can change how the list is sorted. The default task listing is the alphabetical order of the subject from *A* to *Z* (no reverse). To change to a different sort field:

  a. **In the Tasks Options screen, highlight the Sort By field and then press the trackball.**

     A list displays your sorting options. You can choose from Subject, Priority, Due Date, or Status.

  b. **Highlight your choice and then press the trackball.**

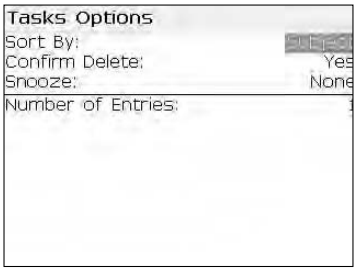


Figure 6-6: Change your Tasks sort options here.

DropBooks

- **Confirm Delete:** This option allows you to control whether you want the application to display a confirmation screen upon deleting an item from your list. In other BlackBerry applications, this option is common. These confirmations appear as a safety feature so you don't accidentally press Delete and lose something you really didn't want to lose. It's true that you can always turn this feature off in any one of your BlackBerry applications, but we generally recommend that you keep the value of this field set to Yes, meaning that it prompts you for every delete.

  There are exceptions to every rule, however. When you begin to weed out a bunch of outdated tasks from your Tasks list, toggle this feature off so that you don't get 27 prompts in a row when you're deleting 27 items. (But toggle the feature back on when you're finished weeding.)

  To turn off this feature, just do the following:

  a. **In the Tasks Options screen, select the Confirm Delete field.**

     The screen shows your two choices: Yes and No (See Figure 6-7). *No* means you want to toggle off the Confirmation screen.

  b. **Select No.**

     The Tasks Options screen updates to show No in the Confirm Delete field.

  c. **Press the trackball and then select Save.**

     The Tasks application applies the change you made.

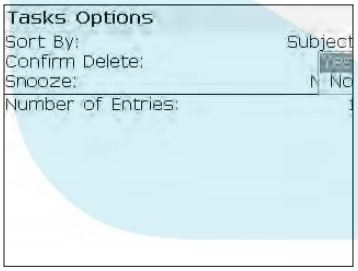


Figure 6-7: Toggle delete confirmation here.



Another field you can see from the Tasks Options screen is Number of Entries. This field is just informational, showing you how many tasks you have in your Tasks application.

Creating a category

Sometimes sorting on a specific criterion such as Subject or Due Date still might not give you a quick answer to what you're looking for. For example, if you want to know how many more personal tasks you still have to do as

DropBooks

opposed to the more business-oriented stuff you've got going, sorting is of no help, right? What you really need is a way to filter your list based on certain groups that you define. (Personal versus Business would be a good start.) The good people at RIM anticipated such a need and introduced categories.

So what exactly is a category, and why is it important? A *category* is a way for you to group your tasks in a manner that you can come back to. The grouping is the category, and the listing with a certain category is a *filter.* To make a task part of a group or category, you simply assign it a category when you record a task, or you can update the task and assign it a category then. (See earlier sections in this chapter for how to do both.)

To make use of this feature, start by creating a category by using the following steps:

1. **Select Tasks.**

   The Tasks application opens, displaying your Tasks list in the Find screen.

2. **Press the menu key and then select Filter.**

   The Select Category screen appears (see Figure 6-8), listing all the available categories. The two default entries on the list are Business and Personal. By all means, feel free to use these default categories. Consider, though, that these categories are broad and might not be helpful if you have a lot of tasks. (Imagine going to a grocery store with only two sections: perishable and nonperishable.) Our advice to you: Go the extra mile and create some categories to work with.

   Strive to define groups or categories that are meaningful in your line of work and not so broad.

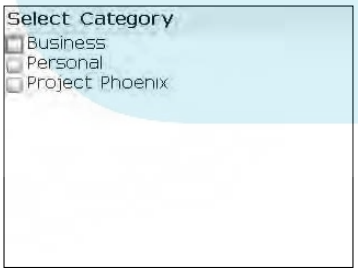


Figure 6-8: Organize with categories.

3. **Press the menu key and then select New.**

   The New Category screen appears, allowing you to define a new category. Imagine that.

4. **In the New Category screen, enter your category name in the text field and then press the trackball.**

DropBooks

Doing so establishes your category and lists it as an option in the Select Category screen. Refer to Figure 6-8.

You can define as many categories as necessary upfront. This way, you won't have to go back and create them. After you have the categories you want, assign your tasks to those categories.



One important aspect of categories you should be aware of is that they are shared among applications: specifically, among Address Book, MemoPad, and Tasks. This sibling relationship might sound trivial at first, but don't make the common mistake of assuming that what you change in Tasks does not affect other BlackBerry apps. The case of categories would show you how wrong such assumptions are. The importance of this comes into play when you delete a category in an application. For example, if you're working in Tasks and you decide to delete a category, you'll soon discover that you've lost that category in Address Book as well — with all its assignments. (The Address Book contact is still intact but will be missing the category assignment.)

Assigning categories to your tasks

Here's how to assign a category to an existing task while you're in the Tasks application:

1. **Select the task in the Tasks list.**

   The Edit Task screen appears, ready for any changes you'd like to make.

2. **Select the Category field.**

3. **In the list that appears, select the category.**

   The category you selected is entered into the field.

4. **Press the menu key and then select Save.**

   The task is now associated with the category you selected.

Filtering the list

As you can read in the preceding section, you create categories and assign them to your tasks. To see the tasks associated with a certain category, just filter the list, which is way easy. Like all other options, Filter is available through the menu while you are in the Tasks application. Selecting that menu option gives you a screen that allows you to select any category listed. After you choose a category, the list is filtered so that only those tasks assigned to the chosen category are visible.

DropBooks

So much for the overview. Here are the nitty-gritty details:

1. **Select Tasks.**

   The Tasks application opens, displaying your Tasks list.

2. **Press the menu key and then select Filter.**

   The Select Category screen appears, listing all the available categories (refer to Figure 6-8).

3. **Select the category you want.**

   A filtered list appears, containing just the tasks associated with the chosen category. Note that the list has the category name as the heading, as shown in Figure 6-9.

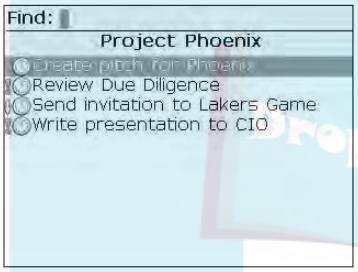


Figure 6-9: A filtered task list.

After you have the necessary categories, divide your tasks into appropriate categories to make running a task sort easier.

Creating Recurring Tasks

A more advanced feature in Tasks is to create a *recurring task* — you know, one that repeats periodically. Maybe the recurring task is deadline driven, such as filing your taxes or paying bills, or buying presents for your significant other for his or her birthday, Valentine's day, or anniversary. (Other times, a recurring task might be something a bit more mundane, such as turning in a weekly status report to your boss.)

Making a task recur is simple, although it might not be obvious at first. (Rest assured; we show you the trick.) Basically, you either create a task from scratch or you use an existing task.



If you don't see the Recurrence field while looking at your existing task, the task doesn't have a due date — and it has to have a due date to make it a recurring task.

DropBooks

Say you want a task to repeat every year. With the Tasks application running, do the following to make the task recur on a yearly basis:

1. **In the Tasks list, select the task you want to recur.**

   The Edit Task screen for the specified task appears.

2. **If the Due field in the Edit Task screen reads None, highlight the field, press the trackball, and then select By Date from the menu.**

   The screen displays a Date field — short for Due Date. The default date is the current date, so if you haven't yet changed the default date to your due date, do that now. (The "Due field" section, earlier in this chapter, has all the details on how to do this.)

   If you scroll down the screen, notice that the Recurrence field appears with a default value of None. Recurrence always appears after a due date is specified, so you will see it the next time you open this task.

3. **Select the Recurrence field.**

   Daily, Weekly, Monthly, and Yearly selections appear. These designate when your task recurs. For our current example, we want the task to repeat yearly.

4. **Select Yearly from the list.**

   At this point, your task recurs yearly, beginning on the date you specified in the Due field (Step 2).

Note: The End field below the Recurrence field is the end of the recurrence and comes in handy when you specify a relative reminder. For example, consider the following:

Due: Thu, Dec 15, 2007 5:00 p.m.

Reminder: Relative

15 Min.

Recurrence: Yearly

Every: 1

End: Mon, Dec 15, 2010

Relative Date: (Checked)

Occurs every year until Dec 15, 2008

Your task will recur every December 15 of each year until 2010. You won't see any difference in the behavior of this task versus a nonrecurring task. However, at 4:45 p.m. every December 15, you'll get a reminder. By default, your BlackBerry will vibrate to alarm you (check Chapter 3 for details on customizing your Tasks notification in Profiles).

DropBooks

Also, after the End field is a Relative Date check box field. To check/uncheck this field, use the trackball to scroll and highlight the field and then press the Space key. Mark the Relative Date field if the date is not exact but *relative* on the day. For example, you want the task to recur every third Thursday of December rather than every December 15. This field is associated to Recurrence and will appear only when it's appropriate. In fact, you will not see this field for daily or weekly — only for monthly and yearly recurrence.

Using Password Keeper

Suppose you're in front of an Internet browser, trying to access an online account. For the life of you, you just can't remember the user name that matches your password. It's your third login attempt, and if you fail this time, your online account is locked. Then you have to call the customer hotline and wait hours before you can speak to a representative. Argghh. We've all done it. Luckily, the folks at RIM created an application just for people like you (and us) so you never get locked out of your own online accounts again — and yet can keep intruders at bay.

Password Keeper is the simple yet practical BlackBerry application that makes your life that much easier.

Accessing Password Keeper

Whether it's the BlackBerry Pearl, 8800, or Curve, the location of Password Keeper depends on the theme. For example, in the AT&T theme, Password Keeper is filed in Application (as shown in Figure 6-10, left). If you're using the BB Dimension Icon theme, Password Keeper is visible right on your Home screen (see Figure 6-10, right).



Figure 6-10: Password Keeper in the AT&T theme (left) and the BB Dimension Icon theme (right).

DropBooks

Not all BlackBerry devices come with Password Keeper out of the box. You may need to specifically request that your service provider install it on your BlackBerry. It is free, though.

Setting a password for Password Keeper



The very first time you access Password Keeper, you're prompted to enter a password. *Please be sure to remember the password you choose* because this is the password to all your passwords. In addition, you are prompted to enter this master password every single time you access Password Keeper.

We know it sounds perverse to set up yet another password to help you manage your passwords, but trust us. Having to remember just one password is a lot easier than having to remember many.

Creating credentials

Okay, so you're ready to fire up your handy-dandy Password Keeper application. Now, what kinds of things does it expect you to do for it to work its magic? Obviously, you're going to need to collect the pertinent info for all your various password-protected accounts so that you can store them in the protected environs of Password Keeper. So, when creating a new password entry, be sure you have the following information (see Figure 6-11):

- **Title:** This one's straightforward. Just come up with a name to describe the password-protected account — My Bank Account, for example.
- **Username:** This is where you enter the user name for the account.
- **Password:** Enter the password for the account here.
- **Website:** Put the Web site address (its URL) here.
- **Notes:** Not exactly crucial, but the Notes field does give you a bit of room to add a comment or two.

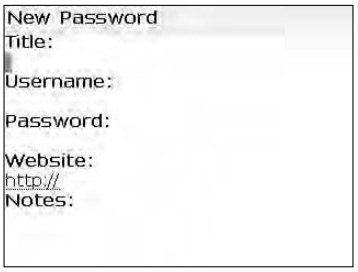


Figure 6-11: Set your password here.

DropBooks

The only required field is Title, but a title alone usually isn't of much use to you. We suggest that you fill in as much other information here as possible, *but at the same time be discreet about those locations where you use your user name and password* — so don't put anything in the Website field or use My eBay Account as a title. That way, if someone *does* somehow gain access to your password to Password Keeper, the intruder will have a hard time figuring out where exactly to use your credentials.

Random password generation

If you're the kind of person who uses one password for everything but knows deep in your heart that this is just plain wrong, wrong, wrong, random password generation is for you. When creating a new password for yet another online account (or when changing your password for an online account you already have), fire up Password Keeper, press the trackball, and then select Random Password from the menu that appears. Voila! A new password is automatically generated for you, as shown in Figure 6-12.



Figure 6-12: A randomly generated password.

Using random password generation makes sense in conjunction with Password Keeper because you don't have to remember the randomly generated password that Password Keeper came up with for any of your online accounts — that's Password Keeper's job.

Using your password

The whole point of Password Keeper is to let your BlackBerry's electronic brain do your password remembering for you. So, imagine this scenario: You can no longer live without owning your personal copy of the *A Chipmunk Christmas* CD, so you surf on over to your favorite online music store and attempt to log in. You draw a blank on your password, but instead of seething, you take out your BlackBerry, open Password Keeper, and do a search. Like Address Book (see Chapter 4), you just type the first letters of your account title in the Find field to search for the title of your password.

DropBooks

After you find (and highlight) the title, you press the trackball and the screen for your account appears, conveniently listing the password. All you have to do now is enter the password into the login screen for the online music store and Alvin, Simon, and Theodore will soon be wending their way to your address, ready to sing "Chipmunk Jingle Bells."



Yes, you *do* have the option of copying and pasting your password from Password Keeper to another application — BlackBerry Browser, for instance. Just highlight the password name, press the trackball, and select Copy to Clipboard from the menu that appears. Then navigate to where you want to enter to password, press the trackball, and select Paste from the menu. Keep in mind, for the copy-and-paste function to work for passwords from Password Keeper, you need to enable the Allow Clipboard Copy option in the Password Keeper options (see the upcoming Table 6-1). You can copy and paste only one password at a time.



After you paste your password in another application, clear the Clipboard by pressing the trackball and choosing Clear Clipboard. The Clipboard keeps your last copied password until you clear it.

Password Keeper options

The Password Keeper's Options menu, which is accessible by pressing the menu key while in Password Keeper, allows you to control how Password Keeper behaves. For example, you can set what characters can make up a randomly generated password. Table 6-1 describes all these options.

Table 6-1 Password Keeper Options

Name of Option	*Description*
Random Password Length	Select between 4 and 16 for the length of your randomly generated password.
Random Includes Alpha	If True, a randomly generated password includes alphabetic characters.
Random Includes Numbers	If True, a randomly generated password includes numbers.
Random Includes Symbols	If True, a randomly generated password includes symbols.
Confirm Delete	If True, all deletions are prompted with a Confirmation screen.

(continued)

DropBooks

Table 6-1 *(continued)*

Name of Option	*Description*
Password Attempts	Select between 1 and 20 attempts to successfully enter the password to Password Keeper.
Allow Clipboard Copy	If True, you can copy and paste passwords from Password Keeper.
Show Password	If True, the password appears in the View screen. If False, asterisks take the place of the password characters.

Changing your password to Password Keeper

If you want to change your master password to Password Keeper — the password for opening Password Keeper itself — simply follow these steps:

1. **Select Password Keeper.**

   The initial login screen for the Password Keeper application appears.

2. **Enter your old password to access Password Keeper.**

3. **With the Password Keeper application open, press the menu key and then select Change Password.**

   Doing so calls up the Change Password screen, as shown in Figure 6-13.

4. **Enter a new password, confirm it by entering it again, and then use your trackball to click OK.**

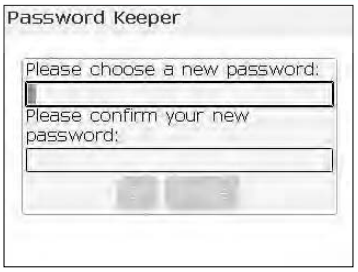


Figure 6-13: Change your Password Keeper password here.

DropBooks

Chapter 7

Making Notes and Calculations

In This Chapter

- Using MemoPad
- Managing your notes
- Printing your notes
- Using Calculator and its shortcuts
- Converting from metric to English measurement systems

You know what a memo pad is. Most people take them to meetings. Yes, you take them to those looong meetings. Bored and need to stay awake? Your memo pad is the answer. You can draw faces, doodle fanciful designs, or even write a poem, all the while pretending to listen to the blabbering of your colleagues or boss. Why do people like to call for meetings? Let's get everybody in a room and talk about something that doesn't concern them. Just lovely, isn't it?

Well, we got distracted there. What we describe in this chapter is your e-memo pad for taking notes — the aptly named MemoPad — on your BlackBerry.

Your BlackBerry has another handy application that saves you from having to stuff yet another gizmo in your pocket or purse: its built-in Calculator, which we talk about in this chapter as well.

MemoPad

MemoPad on your BlackBerry can prove handy, indeed. If nothing else, use it to jot down important notes and ideas you might forget. How many frustrating times do we have to endure for not remembering a fleeting thought? Like when we call somebody to ask about something but after the hello and the weather talk, we can no longer remember why we called in the first place. We forget small things, and sometimes we forget important ones. It is natural; writing down your thoughts is the best way. Or as you might expect us to say, use your handy-dandy BlackBerry.

DropBooks

In upcoming sections, we explore how to jot down notes by using MemoPad as well as how to effectively organize your notes and come back to them quickly by using filters. We also throw in tips on how to print your notes.

Accessing MemoPad

Accessing MemoPad is a snap. Depending on the theme you are using, you can get to it right from the Home screen or through the Applications link. With the Cingular theme (Figure 7-1, left) you access MemoPad through the Applications icon. Figure 7-1, right, shows the link from the Home screen to MemoPad on the 8800 model sporting a BB Dimension Icon theme.

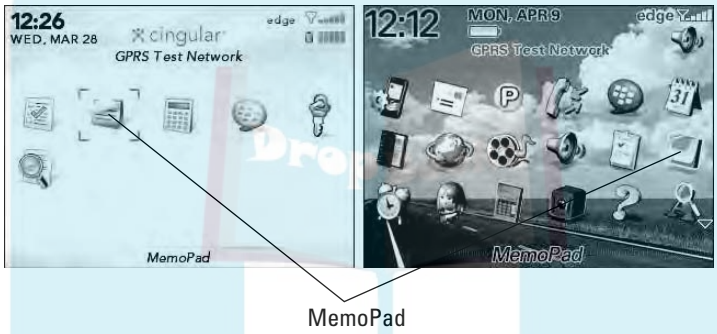


Figure 7-1: Open MemoPad here.

Jotting down notes

After MemoPad is open, recording notes is a breeze. Simply press the menu key to display the MemoPad menu you see on the left of Figure 7-2. Selecting the New option in this menu gets you an empty memo screen, as shown on the right of Figure 7-2. A line divides the screen; the top field is for the title of your memo; and the bottom part is where you enter the memo. There is no limit on the size of the memo as long as your BlackBerry has the capacity to store it.

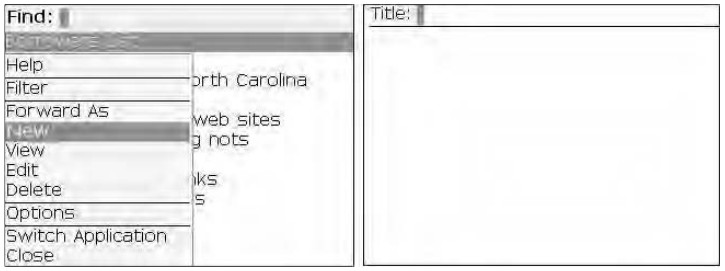


Figure 7-2: Start a new note here.

DropBooks

When entering the note title, briefly describe the subject. If you use long words, four words are about the optimum; otherwise, five words can fit.

Of course, you can enter more than five words — or as many as you want — but remember that the BlackBerry screen isn't wide. MemoPad displays the title as one line in the main MemoPad screen, which is the Find list. If your note title is longer than the width of the screen, the title is truncated with an ellipsis (...) at its end.

Because your MemoPad list is sorted alphabetically, pay special attention to choosing a helpful first word when entering the title. Use descriptive words and refrain from starting with *A*, *An*, *The*, *This*, and similar words.

Just like jotting down new memos, you can access all your memos easily in the MemoPad list and act on them by using the menu. Remember that just like in other applications, the menu is always available by pressing the menu key. The menu that appears is in context with the currently selected memo, as shown in Figure 7-3. From this figure, you can see the link to View, Edit, and Delete.

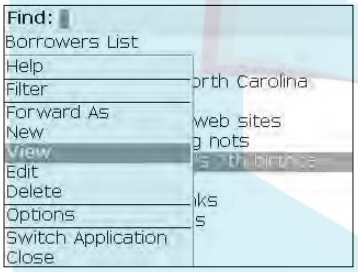


Figure 7-3: A contextual MemoPad menu.

Viewing your notes

Obviously, you jot a memo for future reference. Viewing the memo is the next logical step. After MemoPad is open, use the trackball to select the memo you want to view, and a read-only screen displaying your memo shows up.

If you're not happy with the font size, whether it's too small or too big, see Chapter 3 for details on how to customize display fonts. MemoPad is using the global preferences defined in Options (Screen/Keyboard).

View is the default action for a highlighted memo. By pressing the enter key or the trackball, the highlighted memo displays in view, or read-only, mode.

DropBooks

Updating your notes

Change is inevitable — or perhaps you made a mistake in your note taking. No problem. Updating your memo is easy. Just as when viewing a contact, highlight the memo you want to edit from the MemoPad list. Press the menu key and select Edit from the menu that appears. An editable screen similar to the screen you used to add a memo shows up. Make your edits and then save them by pressing the trackball and choosing Save.

Deleting your notes

Face it, half of the sticky notes you find around your desk are no longer relevant. Your MemoPad is no different. Delete what you don't need. Highlight the memo you want to delete from your MemoPad list, press the menu key, and click Delete from the menu that appears. Ready to say goodbye? Highlight and select Delete from the confirmation screen. Your memo is gone.

The confirmation screen you see when deleting a memo is a feature common to all out-of-the-box BlackBerry applications such as Address Book, Tasks, and Calendar. It diminishes the accidental deletion of records. You can enable or disable this feature. The ability to disable it is useful when you're getting rid of lots of memos and don't want to be bothered with a confirmation screen for every memo to be deleted. (But be sure to toggle the feature back on when you're finished deleting.)

To turn off this feature, just do the following:

1. **On the MemoPad Options screen (see Figure 7-4), select the Confirm Delete field.**

   The screen shows your two choices: Yes and No. No means you want to toggle off the Confirmation screen.

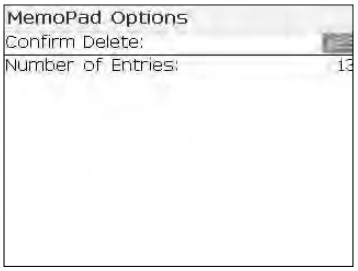


Figure 7-4: Toggle delete confirmation here.

DropBooks

2. **Select No.**

   The MemoPad Options screen updates to show No in the Confirm Delete field.

3. **Press the menu key and then select Save.**

   The MemoPad application applies the changes you made.



Another field you can see from the MemoPad Options screen is Number of Entries. This field is just informational, showing you how many memos you have in your MemoPad application.

Quickly finding a note

Take another look at the left-hand screen in Figure 7-2. See the Find field? You'll soon discover that this Find field is always present on the main MemoPad screen. Next to Find is an entry field. Just like Address Book (see Chapter 4), you can use this feature to find a note. (Ah, the importance of good note naming becomes clearer all the time.) Start typing in this Find field and the note list below shrinks, based on matches. A match is simply a hit, based on the starting letters of the subjects — from the Title field, as discussed in the preceding section — in your list. As you type more letters in the Find field, your MemoPad note list is filtered more. For example, if you type **bi**, Find filters the list for those notes with subjects having words that start with *bi,* such as *birthday,* as you can see in Figure 7-5.



Figure 7-5: Search notes here.

Organizing your notes

Although using MemoPad is indeed easy and helpful, you can make using it more effective by organizing your notes list according to your needs. Like in Address Book and Tasks, you can group your notes and then filter your notes list based on a grouping. Simply define a group — a *category* — and then assign that category to a note.

DropBooks

Creating a category

Creating a category is simple. Categories are common to most BlackBerry applications such as Address Book and Tasks — and, of course, MemoPad. In addition, categories you create in any of these applications are shared. Whatever category you see in MemoPad is the same category you see in Tasks or Address Book. You can access a category from the menu of any of these BlackBerry applications. To create a category from MemoPad, follow these steps:

1. **From the Home screen, select MemoPad.**

   When MemoPad opens, you see the list of your notes.

2. **Press the menu key and then select Filter.**

   A screen appears that lists all the available categories. By default, BlackBerry gives you Personal and Business categories. Assuming you created the Project Phoenix category from Tasks (in Chapter 6), you see a list, as shown in Figure 7-6.

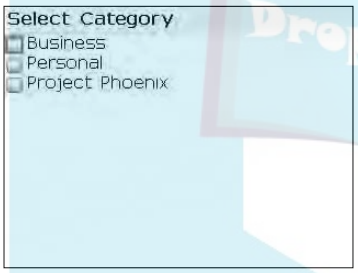


Figure 7-6: Select a category here.

3. **To define a new category, press the menu key and then select New.**

   A New Category screen appears with a text field.

4. **Enter the category name in the text field and then press the trackball.**

   The new category name appears in the list of category names.

5. **Close the screen by pressing the escape key (the arrow key next to the trackball).**

Assigning a category

You can assign categories to your notes when you create a new memo, or you can edit an existing memo. Either way, the steps are the same. Follow these steps on editing a memo to assign a category:

1. **In MemoPad, highlight the memo you want to edit.**
2. **Press the menu key, and then select Categories.**

DropBooks

3. **From the list of categories that appears, select the category you want.**

   The highlighted category is checked, which means your memo will be associated to this category. You can check as many categories as you want.

4. **Press the menu key and then select Save.**

   The Note screen returns. Although the assignment is now in your memo, it doesn't stay until you save the note itself.

5. **Press the menu key and then select Save.**

   Your note is saved, attached to the category you chose.



If you're working in MemoPad and decide to delete a category, remember that you also lose that category and all its assignments in the other applications, such as Address Book. (The Address Book contact is still intact, but it is missing the category assignment.)

Filtering the list

Time to see just how easy MemoPad can make your life. Finding a note that belongs to a category (see the preceding section on assigning a note category) is just a trackball press away. To filter your notes list for a certain category, follow these steps:

1. **From the Home screen, select the MemoPad application.**

   MemoPad opens.

2. **Press the menu key and then select Filter.**

   A screen appears with the available categories.

3. **Select the category you want.**

   Your filtered list appears. Note that the list now has the category name as the heading, as shown in Figure 7-7.

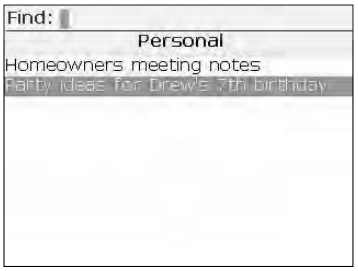


Figure 7-7: Filtered notes.

DropBooks

Printing notes

Okay, you got us. Out of the box, you can't exactly print notes directly from BlackBerry. However, there is a way. Many companies answered the call to fill the need; and if you search for a BlackBerry printer online, you see hit after hit. Following are some solutions:

- **Third-party applications (Bluetooth):** You install a commercial application such as Content Beamer from `www.thinprint.com` to your BlackBerry. Such applications use a Bluetooth connection to a printer that also works with Bluetooth.
- **Third-party applications (Internet/e-mail based):** A server-based application that connects to your e-mail server, it prints any e-mail attachment. In your BlackBerry, you have to install an application allowing you to send the command to print. A sample of such an application is PocketWhere for BlackBerry at `www.printeron.net`.
- **Through your desktop PIM software:** Even if you buy an application that allows you to send a command that prints from your BlackBerry, you still need a computer somewhere to process that command. Having the Bluetooth option for printing is convenient. If you're cost conscious, however, and don't want to spend more, the best way is to sync your device with an application such as Outlook or Outlook Express, which feature an equivalent MemoPad-type application that you can sync with BlackBerry MemoPad. From that desktop application, you can then print your notes. In Chapter 16, we describe in detail how to connect your BlackBerry to a desktop computer and sync information between your BlackBerry and your desktop application.

Calculator

Sure, calculators are everywhere and readily accessible. You can find them on day planners, wristwatches, cellphones, and a variety of gizmos. However, how many devices do you want to tote? If you had to choose just one, you'd likely choose your cellphone or (because you're reading this book) your BlackBerry. Always at the ready, BlackBerry has Calculator.

Of course, Calculator performs just like you expect a calculator to, but stick with us to see how easily you can use Calculator to convert between metric and English measurement systems. And finally, we introduce shortcuts that make using the BlackBerry Calculator a breeze.

DropBooks

Accessing Calculator

Locating the BlackBerry Calculator is easy. For most of the themes, Calculator is filed in the Applications folder (Figure 7-8, left). In a few themes, however, such as BB Dimension Icon, Calculator is accessible right on the Home screen. You can easily pick it out because it looks like an old-fashioned calculator, as shown on the right of Figure 7-8 in the Cingular theme.

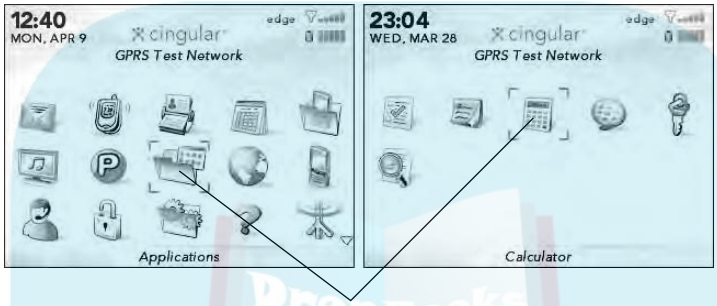


Figure 7-8: Access Calculator here.

Just like other BlackBerry applications, opening Calculator is a simple matter of highlighting its name or icon and pressing the trackball or the enter key.

Using Calculator

Calculator has that standard number pad look that you're used to, as shown in Figure 7-9. Of course, you can do basic arithmetic operations. Use the trackball to navigate or highlight the displayed keys in Calculator. Turning the trackball moves the highlighted keys left or right, depending on the direction you're turning. Turning clockwise moves left to right; after you reach the far-right key on that row, you jump to the far-left key on the row below it. On the bottom-right key, navigating like this takes you to the topmost row. The opposite behavior happens when you turn the trackball counterclockwise. Go figure.

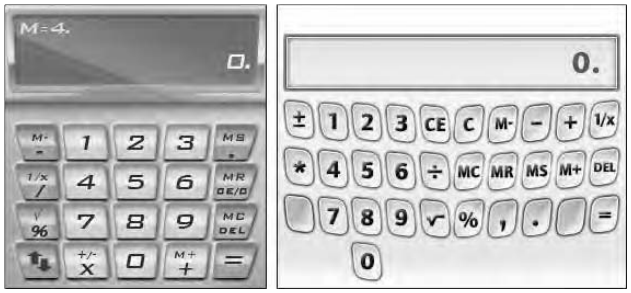


Figure 7-9: Calculator screen: 8100 series (left); most other models (right).



DropBooks

Turning the trackball while pressing the Alt key (located to the left of the Z key) makes the direction of the scroll vertical instead of horizontal. (This behavior is common to most BlackBerry apps.)

To do a simple arithmetic operation, such as dividing 24.5 by 3, follow along:

1. **From the BlackBerry Home screen, select Calculator.**

   Calculator opens.

2. **Select the first digit of the first numeral.**

   In this case, select 2. The numeral appears in the numeral field of the Calculator screen.

3. **If necessary (for a numeral with more than one digit), select the numbers for the remainder of the numeral.**

   To follow along with the example, highlight and press 4, a period, and 5. The complete numeral appears in the numeral field of the Calculator screen (24.5).

4. **Select the operator sign you want.**

   For the example, select the division sign, ÷. You won't see any changes on-screen. At this point, you're only telling Calculator that the next number you're going to enter is an operand.

5. **Select the individual digits of your second numeral.**

   The second numeral (here, 4) appears in the numeral field.

6. **Select the equal sign (=).**

   You see the results of the operation — 1.5, for this example.

You'll undoubtedly note some nonnumeric keys in Calculator. Of course, there are the standard C (Clear) and CE (Clear Entry) keys, but here's the scoop on the others:

- **MC:** Memory Clear; clears the contents of the register
- **MR:** Memory Recall; reaches to the register and uses the number stored there
- **MS:** Memory Save; saves to the register
- **M+:** Memory Plus; adds a number to the register
- **1/x:** Invert multiplication (1 divided by the entered number)

DropBooks

Converting between English and metric systems

When you're faced with an unfamiliar measurement system — say liters versus gallons or miles versus kilometers — you'll probably need help converting from one measurement system to another. Conveniently enough, your BlackBerry Calculator can help you. From its menu, you can quickly convert measurements from English to metric or vice versa.

Display the conversion menu by pressing the menu key (refer to Figure 7-9). As an example, to convert 20 kilometers to miles, follow these steps:

1. **From the BlackBerry Home screen, select Calculator.**

   Calculator opens.

2. **Highlight the first digit of the first numeral (2, in this example) and press the trackball; highlight each remaining digit (0, in this example) and press the trackball.**

   Your first numeral (20, here) appears in the numeral field of the Calculator screen. This is the number you want to convert (from kilometers to miles for this example).

3. **Press the menu key and then press the trackball.**

   The menu screen appears, as shown in Figure 7-10.

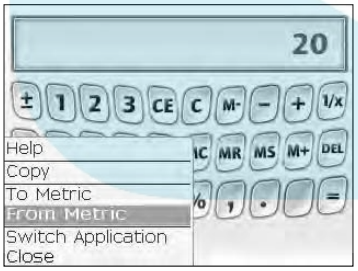


Figure 7-10: Select the conversion method between measurement systems.

4. **Select the From Metric menu item.**

   The menu screen with the conversion choices appears, as shown in Figure 7-11. Table 7-1 displays these conversion units.

   How the arrows point tells you the direction of the conversion. If you select To Metric compared with From Metric (as in this example), the arrow direction is reversed.



DropBooks

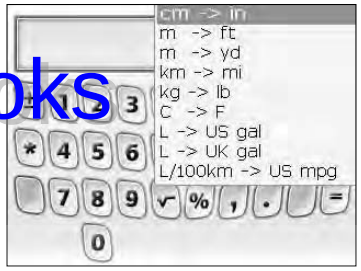


Figure 7-11: You can convert these units in Calculator.

5. **Select km → mi from the menu.**

   The screen displays the results of the conversion — 12.427424, in this case.

Table 7-1 Conversion Units

Metric	*English*	*Convert Between*
In	Cm	inches and centimeters
Ft	M	feet and meters
Yd	M	yards and meters
Mi	Km	miles and kilometers
Lb	Kg	pounds and kilograms
F	C	Fahrenheit and Celsius
US gal	L	US gallons and liters
UK gal	L	UK gallons and liters

Using Calculator shortcuts

If you use the BlackBerry Calculator, you're likely exasperated from the tediousness of using the trackball to enter numbers and operators. We understand, and we feel your pain. And we're here to help by letting you in on our little secret — Calculator keyboard shortcuts.

Most of the keys you see on the Calculator screen — numbers and operators or the equal sign — have a one-key shortcut. By spending a little bit of time practicing and familiarizing yourself with these shortcuts, you can use Calculator with ease. Table 7-2 gives you a detailed mapping as to what these

DropBooks

are. ***Note:*** These shortcuts are applicable on the classic Calculator screen, which is common on most models of the BlackBerry. From Table 7-2, you should have a pretty good idea how to do an arithmetic operation with the same speed as on a traditional calculator. The first column is the key you enter, and the second column is the shortcut. The third column gives you a tip on how to remember the shortcut. In Calculator, you don't have to press Shift to produce a number.

Table 7-2 Calculator Shortcut Keys

Calculator Key	*Shortcut*	*Remember Hint*
CE	T	T is also an opening parenthesis key: (.
C	Y	Y is also a closing parenthesis key:).
MENU	O	O is also a left arrow key, giving you direction.
MC	H	These four keys are in succession, so all you need to remember is that MC maps to H, and the rest flows.
MR	J	
MS	K	
M+	L	
1–9	1–9	No shortcut.
÷	G	G is also a forward-slash key: /.
√	V	Square root symbol looks like a V.
X	A	A is also an asterisk key: *.
–	U	U is also a minus key: –.
+	I	I is also a plus key: +.
1/x	P	P is also a right arrow key, which is a reverse or right next to the menu shortcut.
±	Q	Q is also a number/pound sign key: #.
%	B	B is also an exclamation point key: !.
.	M	M is also the period (decimal point) key: ..
=	enter	Same as your traditional calculator, the enter key does the operation.



DropBooks

On the BlackBerry Pearl, the Calculator screen is probably not the classic screen, but the shortcuts are much easier to deduce. The Calculator screen actually looks exactly like the layout of the keys, and each key maps to the actual key on the screen based on its location.

Just to give a quick demonstration of shortcuts, suppose you want to multiply 35 by 25.7. Instead of using the trackball, use the one-key shortcuts. Follow these steps:

1. **From the BlackBerry Home screen, select Calculator.**

   Calculator opens.

2. **On your BlackBerry keyboard – not the Calculator number pad — press the digits of your first numeral (3 and then 5, for this example).**

   You see the first numeral (35) at the top of the screen.

3. **Press the operator shortcut key (refer to Table 7-2).**

   In this case, press A (the * key on the BlackBerry keyboard, not the times sign of Calculator).

4. **Press the digits of the second numeral, using M as the decimal point if necessary.**

   Pressing M enters the decimal point. For this example, you press 2, 5, M, and 7 to enter 25.7. You see the second numeral (25.7) on-screen.

5. **Press enter.**

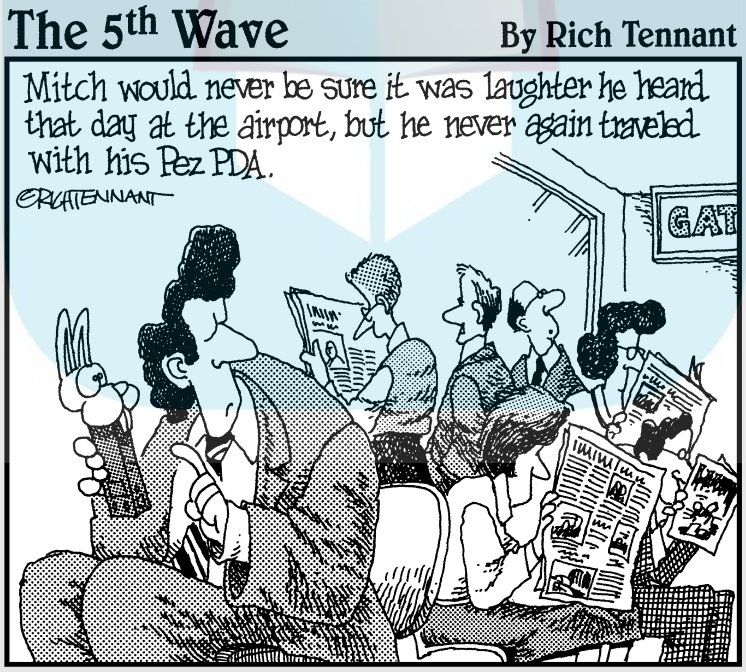
   This tells Calculator to do the arithmetic operation you specify. After pressing enter, you see the result (here, 899.5).

As you can see, using Calculator keyboard shortcuts is a simple one-key operation, just like using a traditional calculator. Try checking out the other shortcuts; they're easy to remember after you try them a few times.

DropBooks

Part III

Getting Online and Multimedia with Your BlackBerry


The 5th Wave
By Rich Tennant
Mitch would never be sure it was laughter he heard that day at the airport, but he never again traveled with his Pez PDA.
©RICHTENNANT

DropBooks

In this part . . .

Here's the good stuff — using your BlackBerry for e-mail (Chapter 8), text messaging (Chapter 9), going online and Web surfing (Chapter 10), and making those all-important phone calls (Chapter 11). Explore the camera (Chapter 12) that comes with the BlackBerry and have fun with its multimedia capabilities (Chapter 13). Get directions from the BlackBerry GPS (Chapter 14) and take advantage of its broadband connection for your laptop (Chapter 15).

DropBooks

Chapter 8

You've Got (Lots of) E-Mail

In This Chapter

- Linking your e-mail accounts to your BlackBerry
- Mastering e-mail basics
- Spell checking your messages
- Searching your e-mail
- Saving messages

Your BlackBerry brings a fresh new face to the convenience and ease of use that we associate with e-mail. You can direct mail to your BlackBerry from up to ten e-mail accounts from the likes of Yahoo! and AOL. You can set up an e-mail signature, configure e-mail filters, and search for e-mails.

In this chapter, we show you how to use and manage the mail capabilities of your BlackBerry to their full potential. From setup to sorts, we have you covered here.

Getting Up and Running with E-Mail

Regardless of your network service provider (such as T-Mobile, or Rogers, or Vodafone), you can set up your BlackBerry to receive mail from at least one of your current e-mail accounts. Thus, with whatever address you use to send and receive e-mail from your PC (Yahoo!, Gmail, and so on), you can hook up your BlackBerry to use that same e-mail address. Instead of checking your Gmail at the Google site, for example, you can now get it on your BlackBerry.



Most network service providers allow you to connect up to ten e-mail accounts to your BlackBerry. This provides you with the convenience of one central point from which you get all your e-mail, without having to log into multiple e-mail accounts. Such convenience!



DropBooks

In an enterprise environment, you can't access the BlackBerry Internet Service site to link your personal e-mail accounts into your BlackBerry, but you can still configure e-mail settings (such as the BlackBerry e-mail filter and BlackBerry e-mail reconciliation) to make your e-mail experience that much better. If you're an enterprise user, please skip to the parts where you see the Enterprise icon for configuring your e-mail settings. If you haven't set up e-mail on your company-owned BlackBerry, see the upcoming section, "Setting up e-mail in an enterprise environment."

Using the BlackBerry Internet Service client

You can pull together all your e-mail accounts into one by using the *BlackBerry Internet Service client* (formerly known as the BlackBerry Web client). The BlackBerry Internet Service client allows you to

- **Manage up to ten e-mail accounts:** You can combine up to ten of your e-mail accounts onto your BlackBerry. See the next section, "Combining your e-mail accounts into one."
- **Use wireless e-mail reconciliation:** No more trying to match your BlackBerry e-mail against e-mail in your combined account(s). Just turn on wireless e-mail reconciliation and you're good to go. For more on this, see the upcoming section, "Enabling wireless reconciliation."
- **Create e-mail filters:** You can filter e-mails so that you get only those messages that you truly care about on your BlackBerry. See the "Filtering your e-mail" section, near the end of this chapter.

Think of the BlackBerry Internet Service client (Service client) as an online e-mail account manager, but one that doesn't keep your e-mails. Instead, it routes the e-mails from your other accounts to your BlackBerry (because it's directly connected to your BlackBerry).

Combining your e-mail accounts into one

To start aggregating e-mail accounts (such as Gmail) onto your BlackBerry, you must first run a setup program from the BlackBerry Internet Service client. You can access the Service client from your BlackBerry or from your desktop computer.

To access the Service client from your PC, you need the URL that is specific to your network service. Contact your network service provider (T-Mobile, Verizon, and so on) directly to get that information.

DropBooks

After you've logged into the Service client, you should see a screen similar to Figure 8-1. If your network provider has activated your BlackBerry, you should see one e-mail address, the default address of your BlackBerry.

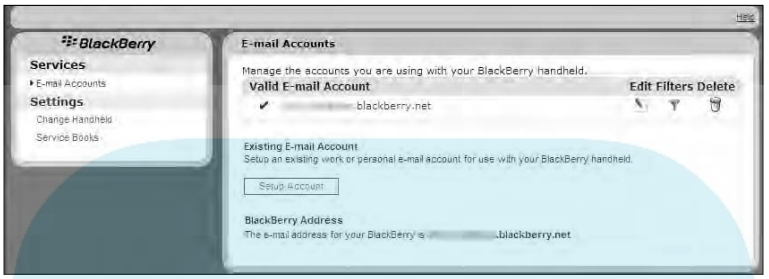


Figure 8-1: Set up an e-mail account here.

From the Service client, you should see three options on the left navigation bar:

- **E-mail Accounts:** Here, you can add, edit, and delete e-mail accounts. In addition, for each e-mail address, you can set up filters and an e-mail signature.
- **Change Handheld:** This option isn't used frequently. We don't cover it here.
- **Service Books:** This option isn't used frequently. We don't cover it here.

As mentioned, your BlackBerry already has a default e-mail address with which you can receive and send e-mail. If you don't have any other e-mail account that you want to meld into your BlackBerry e-mail account, simply skip to the upcoming "Customizing Your E-Mail" section.

Adding an e-mail account

You can have up to ten e-mail accounts on your BlackBerry. To add an e-mail account to your BlackBerry account, follow these steps:

1. **From the BlackBerry Internet Service client (refer to Figure 8-1), click Setup Account.**

   You see the Add e-mail account screen.

2. **Enter the e-mail address and login credentials for that e-mail address.**

   - The e-mail address is the address from which you want to receive e-mail, for example, `myid@yahoo.com`.

DropBooks

- The account login is the one you use to log into this particular e-mail account.
- The password is the one you use with the login.

3. **Click the Next button.**

   You're finished. It's that easy!

You can also manage your accounts from your BlackBerry. From the Home screen, press the menu key and select Set Up Internet E-mail. The rest is pretty much the same on the BlackBerry as it is on a PC.

We suggest that you first register and create your account by using your PC. Then for subsequent visits to the BlackBerry Internet Service client, you can use your BlackBerry. This way, you can minimize any errors or out-of-network coverage issues while setting up your account.

Setting up e-mail in an enterprise environment



This section is intended for those whose BlackBerry can't receive and send e-mail yet — like when you first get your BlackBerry or you swap an old one for a new one. If your e-mail function works properly on your BlackBerry, you can skip this section.

To activate your BlackBerry for enterprise use:

1. **From the Home screen, press the menu key and select Enterprise Activation.**

   The Enterprise Activation screen opens, with two fields for you to fill in:

   - Your corporate e-mail, for example, *myaccount*@abcCompany.com
   - The password for that e-mail account

2. **Type your corporate e-mail account along with the appropriate password.**

   If you don't know these pieces of information, contact your corporate system administrator.

3. **Press the menu key and select Activate.**

   Your BlackBerry attempts to activate your BlackBerry with your corporation.



Some corporations don't allow any employee-purchased BlackBerries to be activated with corporate e-mail. Check with your system administrator for corporate BlackBerry policies.

DropBooks

Customizing Your E-Mail

In this section, we go over the details of the following e-mail configurations:

- **Configuring an e-mail signature:** If you're tired of writing *Regards, John Smith* over and over to close an e-mail, set an e-mail signature.
- **Enabling wireless e-mail reconciliation:** After enabling e-mail reconciliation, whatever you see on your BlackBerry is what you get in your e-mail account(s). You no longer have to double-delete a message in both your BlackBerry and your e-mail account(s).
- **Configuring auto-replies:** Whether you are out of the office or just want a quick response message sent to your senders, this is where you can specify the message they see. This feature is for enterprise users only.



Configuring your e-mail signature

By default, your e-mail signature is something like "Sent via My BlackBerry," which can be cool in the first week, showing off to people that you are a la mode with your BlackBerry. But sooner or later, you might not want people to know that you are out and about while answering e-mail. Or you might want something more personal. Follow these steps to configure your e-mail signature by using the Service client:

1. **Log into Service client on your PC.**

   The BlackBerry Internet Service client appears (refer to Figure 8-1).

2. **Click the Edit icon for the desired e-mail account.**

   The edit screen appears, as shown in Figure 8-2.

3. **In the Signature field, type the desired text for your e-mail signature.**

4. **Click Save.**



If you work in an enterprise environment, you might need to perform these steps directly on your BlackBerry. Keep in mind that you can set up an e-mail signature on your BlackBerry *only* if your company is using BlackBerry Enterprise Server (BES) 4.0 or later. Check with your BlackBerry system administrator to see what version of BES your company uses.

DropBooks



Figure 8-2: The e-mail account edit screen.

Here's how:

1. **Open the Messages application.**

   You see a list of e-mails (the message list).

2. **Press the menu key and select Options.**

3. **From the Options screen, select Email Settings.**

   Here you see a list of e-mail setting options.

4. **Highlight the Use Auto Signature field, press the trackball, and select Yes.**

   Doing so enables your e-mail signature.

5. **In the text box at the bottom of the screen, type your e-mail signature (see Figure 8-3).**

6. **Confirm your changes by pressing the menu key and selecting Save.**

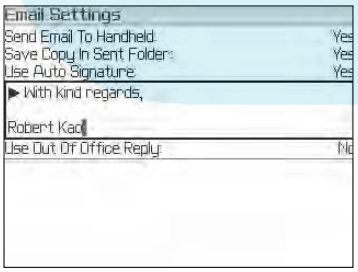


Figure 8-3: The Auto Signature field.

Enabling wireless reconciliation

With wireless reconciliation, you don't need to delete the same e-mail in two places. The two e-mail In Boxes reconcile with each other, hence the term *wireless reconciliation.* Convenient, huh?

DropBooks

Enabling wireless e-mail synchronization

You can start wireless e-mail synchronization by configuring your BlackBerry:

1. **From the Home screen, press the menu key and select Messages.**

   This opens the Messages application. You see the message list.

2. **In the message list, press the menu key and select Options.**

   The Options screen appears, with two option types: General Options and Email Reconciliation.

3. **Select Email Reconciliation.**

   This opens the Email Reconciliation screen, which has the following options:

   - *Delete On:* Configures how BlackBerry handles your e-mail deletion.
   - *Wireless Reconciliation:* Turns on or off the wireless sync function.
   - *On Conflict:* Controls how BlackBerry handles any inconsistencies between e-mail on your BlackBerry and the BlackBerry Internet Service client.

     You can choose who "wins" via this option: your BlackBerry or the BlackBerry Internet Service client.



4. **Select Delete On, and then select one of the following from the drop-down list:**

   - *Handheld:* A delete on your BlackBerry takes effect on your BlackBerry only.
   - *Mailbox & Handheld:* A delete on your BlackBerry takes effect on both your BlackBerry and your inbox on the BlackBerry Internet Service client.
   - *Prompt:* This option prompts your BlackBerry to ask you at the time of deletion.

5. **Select Wireless Reconciliation, and then select On from the drop-down list.**

6. **Select On Conflict, and make a selection from the drop-down list.**

   If you choose Handheld Wins, the e-mail messages in your e-mail account will match the ones on the handheld.



Unfortunately, some e-mail accounts might not work well with the e-mail reconciliation feature of the BlackBerry, so you might have to delete an e-mail twice.

DropBooks

Permanently deleting e-mail from your BlackBerry

When deleting e-mail on your BlackBerry, the same message in that e-mail account is placed in the Deleted folder. You can set up your BlackBerry to permanently delete e-mail, but use this option with caution — after that e-mail is gone, it's gone.

To permanently delete e-mail on your Service client from your BlackBerry, follow these steps:

1. **Open the Messages application.**
2. **In the message list, press the menu key and select Options.**
3. **In the Options screen, select Email Reconciliation.**
4. **In the Email Reconciliation screen, press the menu key and select Purge Deleted Items.**

   You see all your e-mail accounts.
5. **Choose the e-mail account from which you want to purge deleted items.**

   A screen appears, warning that you are about to purge deleted e-mails on your Service client.
6. **Select Yes.**

   Deleted e-mails in the selected e-mail account are purged.



Unfortunately, some e-mail accounts might not work with the purge deleted items feature.

Automating replies and out-of-office messages (for enterprise users)



Setting an auto-reply for your e-mail is easy on the BlackBerry. Whether you need to acknowledge incoming e-mail to senders or establish an out-of-office reply, you can set it up via this feature:

1. **Open the Messages application.**

   You see a list of e-mails (the message list).
2. **Press the menu key and select Options.**

DropBooks

3. **From the Options screen, select Email Settings.**

   You see a list of e-mail setting options.

4. **Highlight the Use Out of Office Reply field, press the trackball, and select Yes.**

   Auto Reply is enabled.

5. **In the text box at the bottom of the screen, type your auto-reply message.**

6. **Confirm your changes by pressing the menu key and then selecting Save.**

Accessing Messages

From Messages, you send and receive your e-mails and also configure wireless e-mail reconciliation with your e-mail account(s).

To access Messages, press the menu key from the Home screen and select Messages. The first thing you see after opening Messages is the message list. Your message list can contain e-mail, voice mail messages, missed phone call notices, Short Messaging Service (SMS) messages, and even saved Web pages.

Receiving e-mails

Whether you're concerned about security or speed of delivery, with BlackBerry's up-to-date secured network, you're in good hands when receiving e-mail on your BlackBerry.

And whether you've aggregated accounts or just use the plain-vanilla BlackBerry e-mail account, you receive your e-mail the same way. When you receive an e-mail message, your BlackBerry notifies you by displaying a numeral next to a mail icon (an envelope) at the top of the screen. This number represents how many new (unread) e-mails you have. See Figure 8-4. The asterisk next to the envelope indicates that there is new mail and you haven't opened the Messages application yet.

Your BlackBerry can also notify you of new e-mail by vibration or a sound alert or both. You can customize this from the Profile application, as we detail in Chapter 3.

DropBooks



Figure 8-4: You've got (3) e-mails!

Retrieving e-mail

Retrieving your e-mail is simple:

1. **From the Home screen, press the menu key and select Messages.**

   Doing so allows you to view your message list.

2. **In the message list, scroll to any e-mail and press the trackball.**

   You can tell whether an e-mail is unopened by the small unopened envelope icon on the left side of the e-mail. A read e-mail bears an opened envelope icon, a sent e-mail has a check mark as its icon, and a document icon represents a draft e-mail.

3. **After you finish reading the message, press the escape key to return to the message list.**

Sorting the message list

The BlackBerry lists items in order by the date and time they were received, but you can sort by different criteria. For example, to see only incoming e-mail, press Alt+U (Alt+I on 72*xx* models).

Sorting and searching are closely related on your BlackBerry. In a sense, searching is really sorting your e-mail based on your search criteria. On the BlackBerry, you can search your e-mail by the name of the sender or by keywords. Or you could run a search as broad as looking through all the e-mail that has been sent to you. See the later section, "Searching through Messages Like a Pro," for more on searching and sorting. For more predefined hot keys, see the upcoming section, "Reusing savedsearches."

Saving a message to the saved folder

You can save any important e-mail in a folder so you can find it without sorting through tons of e-mail. To do so, simply scroll to the e-mail you want to save, press the menu key, and select Save from the menu. A pop-up message confirms that your e-mail has been saved. *Note:* Your saved e-mail still remains in the message list.

DropBooks

To retrieve or view a saved e-mail, follow these steps:

1. **Open the Messages application.**
2. **In the message list, press the menu key and select View Saved Messages.**

   You see the list of all the messages you saved.
3. **Select the message you want and press the trackball to open it.**

Viewing attachments

Your BlackBerry is so versatile that you can view most e-mail attachments just like you can on a desktop PC. And we're talking sizeable attachments, too, such as JPEGs (photos), Word docs, PowerPoint slides, and Excel spreadsheets. Table 8-1 has a list of supported attachments viewable from your BlackBerry.

Table 8-1 BlackBerry-Supported Attachments

Supported Attachment Extension	*Description*
.bmp	BMP image file format
.doc	MS Word document
.dot	MS Word document template
.gif	GIF image file format
.htm	HTML Web page
.html	HTML Web page
.jpg	JPEG image file format
.pdf	Adobe PDF document
.png	PNG image file format
.ppt	MS PowerPoint document
.tif	TIFF image file format
.txt	Text file
.wpd	Corel WordPerfect document
.xls	MS Excel document
.zip	Compressed file format

DropBooks

However versatile your BlackBerry is, you can't create certain types of attachments (MS Word, Excel, PDF) without help from third-party software. Please refer to Chapter 21 for a productivity program that can help you create Word docs and Excel spreadsheets right from your BlackBerry and attach them in an e-mail for you to send. To find out how to attach pictures stored on your BlackBerry, see Chapter 12.



To tell whether an e-mail has an attachment, look for the standard paperclip icon next to your e-mail in the message list.

You retrieve all the different types of attachments the same way. This makes retrieving attachments an easy task. To open an attachment, follow along:

1. **While reading an e-mail, press the menu key and select Open Attachment.**

   You see a screen containing the name of the file, a Table of Contents option, and a Full Contents option. For MS Word documents, you can see different headings in outline form in the Table of Contents option. For picture files, such as a JPEG, you can simply go straight to the Full Contents option to see the graphic.

   For all supported file types, you see Table of Contents and Full Contents as options. Depending on the file type, use your judgment on when you should use the Table of Contents option.

2. **Scroll to Full Contents, press the menu key, and select Retrieve.**

   Your BlackBerry attempts to contact the BlackBerry Internet Service client to retrieve your attachment. This retrieves only part of your attachment. As you peruse a document, BlackBerry retrieves more as you scroll through the attachment.

Sending e-mail

The first thing you probably want to do when you get your BlackBerry is to write an e-mail to let your friends know that you've just gotten a BlackBerry. Follow these steps:

1. **Open the Messages application.**
2. **In the message list, press the menu key and select Compose Email.**

   You are prompted with a blank e-mail that you just need to fill out as you would do on your PC.

3. **In the To field, type the recipient's name or e-mail address.**

   As you type, you see a list of contacts from your Address Book matching the name or address that you're typing. You can make a selection from this list.

DropBooks

4. **Type your message subject and body.**
5. **When you're finished, press the menu key and select Send.**

   Your message has wings.

Forwarding e-mail

When you need to share an important e-mail with a colleague or a friend, you can forward that e-mail. Simply do the following:

1. **Open the e-mail.**

   For information on opening e-mail, see the previous section, "Retrieving e-mail."
2. **Press the menu key and select Forward.**
3. **Type the recipient's name or e-mail address in the appropriate space, and then add a message if needed.**

   When you start typing your recipient's name, a drop-down list of your contacts appears and you can choose from it.
4. **Press the menu key and select Send.**

   Your message is on its way to your recipient.

Sending e-mail to more than one person

When you need to send an e-mail to more than one person, just keep adding recipient names as needed. You can also add recipient names to receive a CC (carbon copy) or BCC (blind carbon copy). Here's how:

1. **Open the e-mail.**

   For information on opening e-mail, see the previous section, "Retrieving e-mail."
2. **Press the menu key and select Compose Email.**
3. **Specify the To field for the e-mail recipient and then press the return key.**

   By pressing the return key, another To field is added automatically below the first. The Cc field works the same way.
4. **To add a Bcc recipient, press the menu key and select Add Bcc:**

   You see a Bcc: field. You can specify a Bcc recipient the same way you do To and Cc recipients.

Whether you are composing a new e-mail, replying, or forwarding an e-mail, the way you add new Cc and Bcc fields is the same.

DropBooks

Saving a draft e-mail

Sometimes the most skillful wordsmiths find themselves lost for words to express the message they want. Don't fret, fellow wordsmith, you can save that e-mail composition as a draft until your words come back to you. You only need to press the menu key and select Save Draft.

This saves your e-mail as a draft. When you're ready to send your message, choose the draft from the message list. You can tell which messages are drafts because they sport a tiny document icon; finished messages have an envelope icon.

Spell checking your outgoing messages

Whether you are composing an e-mail message or an SMS text message (see Chapter 9), you can always check your spelling with the built-in spell checker. Simply press the menu key and select Check Spelling. When it finds an error, the BlackBerry spell checker makes a suggestion, as shown in Figure 8-5. If you want to skip the spell check for that word and go on to the next word, press the escape key.

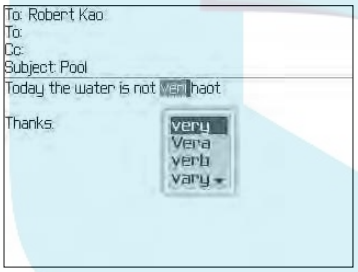


Figure 8-5: The BlackBerry spell checker in action.



If you don't see Check Spelling in the menu, your BlackBerry doesn't have this feature. Refer to Chapter 21 for info on how to get a third-party spell checker.

Adding a sender to your Address Book

You can add a message sender's contact info to your BlackBerry Address Book directly from Messages. You don't even have to copy or write down the person's name and e-mail address on paper.

DropBooks

To add a sender to your Address Book, follow these steps:

1. **From the Home screen, press the menu key and select Messages.**
2. **In the message list, scroll to an e-mail and press the trackball.**
3. **From the open e-mail, scroll to the sender's name, press the trackball, and then choose Add to Address Book.**

   The New Address screen opens. The sender's first name, last name, and e-mail address are transferred automatically to your Address Book.
4. **If needed, add any additional information (such as phone number and mailing address).**
5. **Press the menu key and select Save.**

Deleting e-mail

Keeping your message list tidy can help you stay organized and reduce the amount of memory your e-mail takes. Cull those messages you no longer need by following these steps:

1. **From the Home screen, press the menu key and select Messages.**
2. **In the message list, highlight the e-mail you want to delete, and then press the Delete key.**

   A deletion confirmation window appears.
3. **Select Delete to confirm your deletion.**

   The deleted e-mail is toast.



To delete more than one e-mail, press the cap key and scroll to highlight as many e-mails as you want. After you make your deletion selections, press the Delete key.

You can delete anything listed in the message list (such as an SMS or a voice mail) in the same way you delete an e-mail message.

If you want to really clean up your old e-mails and you don't want to scroll through tons of messages, you can do the following.

1. **Open the Messages application.**
2. **From the message list, highlight a horizontal date mark, press the menu key, and choose Delete Prior.**

DropBooks

The *date mark* is simply a horizontal bar with dates. Just like you can highlight e-mails in the message list, you can also highlight the date mark.

A pop-up appears, prompting you for delete confirmation.



Before you take the plunge, remember that going ahead will *delete all the e-mails before the particular date mark.* There is no way to retrieve deleted items from your BlackBerry.

3. **Select Delete to confirm your deletion.**

   All your e-mails prior to the date mark are history.

Filtering your e-mail

Most of us get e-mail that isn't urgent or doesn't really concern us. Instead of receiving them on your BlackBerry — and wasting both time and effort to check them — you can filter them out. While in the BlackBerry Internet Service client, set up filters to make your BlackBerry mailbox receive only those e-mails that you care about. (Don't worry; you'll still receive them on your main computer.)

We'll create a simple filter that treats work-related messages as urgent and forwards them to your BlackBerry. Follow these steps:

1. **Log into the BlackBerry Internet Service client (refer to Figure 8-1).**
2. **Click the Filter icon for the desired e-mail account.**

   The Filter screen that appears shows a list of filters that have been created. See Figure 8-6.



Figure 8-6: Filter list screen.

3. **Click the Click here link.**

   The Add Filter screen appears, as shown in Figure 8-7.

DropBooks



Figure 8-7: Create a filter for your e-mail here.

4. **Enter a filter name.**

   The filter name can be anything you like. We entered **WorkUrgent**.

5. **In the Apply Filter When drop-down list, choose the condition to place on the filter:**

   - *A high-priority mail arrives:* Select this option if the filter applies only to urgent e-mail.
   - *Subject field contains:* When selected, the Contains field is enabled (you can type text in it). You can specify what keywords the filter will look for in the subject field. Separate each entry with a semicolon (;).
   - *From field contains:* When selected, the Contains field is enabled (you can type text in it). You can type full addresses or part of an address. For example, you can type *rob@robkao.com* or just *kao*. Separate each entry with a semicolon (;).
   - *To field contains:* Similar to From field contains.
   - *CC field contains:* Similar to From field contains.

   For our example, select From field contains.

6. **Specify the text in the Contains field.**

   See details in the preceding step for what to enter in the Contains field. Continuing our example, type the domain of your work e-mail address. For example, if your work e-mail address is myName@XYZCo.com, enter **XYZCo.com**.

DropBooks

7. **Select one of the following options:**

   Forward Messages to Handheld: You can select either or both of the following two check boxes:

   - *Header Only:* Choose this if you want only the header of the e-mails that meets the condition(s) you set in Steps 3, 4, and 5 to be sent to you. (A *header* doesn't contain the body of the e-mail — just who sent it, the subject, and the time it was sent.) You would choose this if you get automated alerts, where receiving only the subject is sufficient.
   - *Level 1 Notification:* Level1 notification is another way of saying *urgent e-mail.* When you receive a Level1 e-mail, it is bold in Messages.

   Do Not Forward Message to Handheld: Selecting this means that any e-mail that meets the conditions you set in Steps 3, 4, and 5 are not sent to your BlackBerry.

8. **Confirm your filter by clicking the Add Filter button.**

   You return to the Filter screen, where you can see your newly created filter in the list.



If you have a hard time setting the criteria for a filter, just take a best guess and then check it by having a friend send you a test e-mail. If the test e-mail doesn't get filtered correctly, set the conditions until you get them right.



As mentioned, in an enterprise environment, you don't have access to BlackBerry Internet Service, but that doesn't meant you can't perform functions such as e-mail filtering. In fact, in an enterprise environment, you can conveniently configure e-mail filters directly from your BlackBerry:

1. **Open the Messages application.**

   You see a list of e-mails (the message list).

2. **Press the menu key and then select Options.**

3. **Select Email Filters.**

   You are prompted with the Email Filters screen, which lists current e-mail filters. (If you haven't set up any filters, you see an empty list.)

4. **From the Email Filters screen, press the menu key and then select New.**

   A new e-mail Filter screen opens, as shown in Figure 8-8, from which you can specify how you want your e-mails filtered.

DropBooks

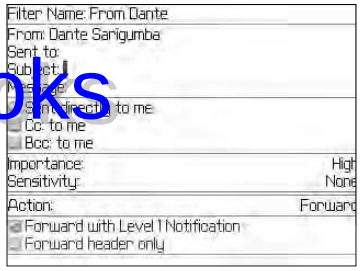


Figure 8-8: New Filter screen.

5. **Fill in the new Filter screen.**

   You can either type the name of the person or make a selection from Address Book. To retrieve a contact from Address Book, highlight the From or Sent to field, press the menu key, and select Select Name.

   This takes you to Address Book, where you can select your contact.

   - *If you have contacts in your Address Book:* Highlight the contact you want and then press the trackball.
   - *If you don't have contacts or if the one you want isn't in your Address Book:* If you know the name of the contact, you can simply type the info in the From or Sent to field on the Filter screen.

   After you make this selection, press the menu key and select Continue. You return to the Filter screen.

6. **Continue to fill in the Filter screen by defining more conditions:**

- *Subject:* You can type any keyword(s) in the subject line that you want to filter by.
- *Message:* You can type any keyword(s) in the message body that you want to filter by.
- *Sent Directly to Me:* Select this check box to specify the condition of an e-mail sent directly to you.
- *CC to Me:* Select this check box to specify the condition of an e-mail that you are CCed on.
- *BCC to Me:* Select this check box to specify the condition of an e-mail that is BCCed to you.
- *Importance:* Choose Normal or Urgent from this drop-down list.
- *Sensitivity:* Choose None, Normal, Personal, Private, or Confidential from this drop-down list.
- *Action:* Choose Forward or Do Not Forward from this drop-down list.

DropBooks

If you choose Forward, you have two more check boxes:

- *Level1 Notification:* Level1 notification is another way of saying *urgent e-mail.* When you receive a Level1 e-mail, it is bold in Messages.
- *Header Only:* Choose this if you want only the header of the e-mail that meets the condition(s) you set to be sent to you. You would choose this if you get automated alerts, and receiving only the subject is sufficient.

If you choose Do Not Forward, e-mail message that meet the conditions you set are not forwarded to your BlackBerry.

7. **Confirm your changes by pressing the menu key and selecting Save.**

Searching through Messages Like a Pro

Searching is one of those functions you probably won't use every day — but when you do run a search, you usually need the information fast. Take a few minutes here to familiarize yourself with general searching.

The BlackBerry Messages application provides three ways to search through your messages. Two of the three ways are specific, and one is a broad search:

- **Search by sender or recipient:** Specific. This method assumes that you already know the sender or recipient.
- **Search by subject:** Specific. This approach assumes that you already know the subject.
- **Search by keyword:** Broad. You don't have a specific assumption.



You can search through anything listed in the messages list. This means you can search through SMS and voice mail as well as e-mail.

Searching by sender or recipient

Search by sender or recipient when you're looking for a specific message from a specific person. For example, suppose your brother constantly sends you e-mail (which means your message list has many entries from him). You're trying to locate a message he sent you approximately two weeks ago regarding a fishing trip location. You've scrolled down the message list, but you just can't seem to find that message. Or maybe you want to find a message you sent to Sue but can't lay your hands on it.

DropBooks

To find a message when you know the sender or recipient, follow these steps:

1. **Open the Messages application.**
2. **In the message list, highlight a message that you sent to or received from that particular person.**

   The choice you get in the next step depends on whether you highlighted a sent message or a received message.

3. **Press the menu key and then select one of these options:**

   - *From someone specific:* Because that certain someone sent you the message, choose Search Sender.
   - *To someone specific:* Because you sent that certain someone the message, choose Search Recipient.

   This starts the search. Any results appear on-screen.

Searching by subject

Search by subject when you're looking for an e-mail titled by a specific subject that you already know. As is the case when running a search by sender or recipient, first scroll to an e-mail bearing the same subject you're searching for. Then follow these steps:

1. **Open the Messages application.**
2. **In the message list, highlight an e-mail titled by the specific subject you're searching for.**
3. **Press the menu key and then select Search Subject.**

   The search starts, and the results appear on-screen.

Running a general search

A general search is a broad search from which you can perform keyword searches of your messages. To run a general search:

1. **Open the Messages application.**
2. **In the message list, press the menu key and then select Search.**
3. **In the Search screen that appears, fill in your search criteria (see Figure 8-9).**

DropBooks

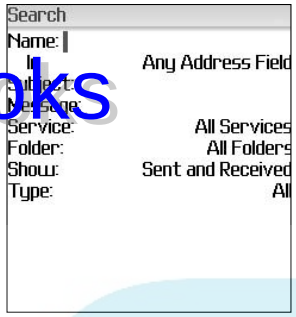


Figure 8-9: The Search screen in Messages.

The search criteria for a general search follow:

- *Name:* This is the name of the sender or recipient to search by.
- *In:* This is related to the Name criterion. Use this drop-down to indicate where the name might appear, such as in the To or Cc field. From the drop-down list, your choices are From, To, Cc, Bcc, and any address field.
- *Subject:* This is where you type some or all the keywords that appear in the subject.
- *Message:* Here you enter keywords that appear in the message.
- *Service:* If you set up your BlackBerry to receive e-mail from more than one e-mail account, you can specify which e-mail account to search.
- *Folder:* This is the folder in which you want to perform the search. Generally, you should search all folders.
- *Show:* This drop-down list specifies how the search result will appear, namely, whether you want to see only e-mails that you sent or e-mails that you received. From the drop-down list, your choices are Send and Received, Received Only, Sent Only, Saved Only, Draft Only, and Unopened Only.
- *Type:* This drop-down list specifies the type of message that you're trying to search for: e-mail, SMS, or voice mail. From the drop-down list, your choices are: All, Email, Email with Attachments, PIN, SMS, Phone, and Voice Mail.

From the Search screen shown in Figure 8-9, you can have multiple search criteria or just a single one (up to you).

4. **Press the menu key and then select Search to launch your search.**

   The search results appear on-screen.



DropBooks

You can narrow the search results by performing a second search on the initial results. For example, you can search by sender and then narrow those hits by performing a second search by subject.

You can also search by sender or recipient when you're looking for a specific message from a specific person. To do so, scroll to an e-mail bearing the specific sender or recipient. Press the menu key and select Search Sender or Search Recipient. If the e-mail that you highlighted is an incoming e-mail, you'll see Search Sender. If the e-mail is outgoing, you'll see Search Recipient.

Saving search results

If you find yourself re-searching with the same criteria over and over, you might want to save the search and then reuse it. Here's how:

1. **Follow Steps 1 through 3 in the "Running a general search" section for an outgoing e-mail search.**
2. **Press the menu key and then select Save.**

   The Save Search screen appears, from which you can name your search and assign it a shortcut key. See Figure 8-10.

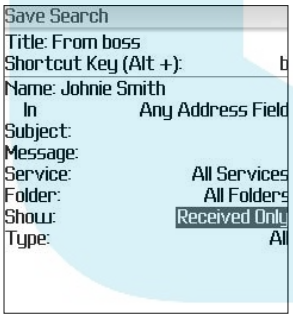


Figure 8-10: Name your search and assign it a shortcut key.

3. **In the Title field, enter a name.**

   The title is the name of your search, which appears in the Search Result screen.
4. **Scroll to the Shortcut Key field, press the trackball, and select a letter from the drop-down list.**

   You have ten letters to choose from.
5. **Confirm your saved search by pressing the menu key and selecting Save.**

DropBooks

Reusing saved searches

Right out of the box, your BlackBerry comes with five saved search results. Any new saved result will make your search that much more robust.

To see all saved search results:

1. **Open the Messages application.**
2. **In the message list, press the menu key and select Search.**
3. **Press the menu key and then select Recall.**

   The recall screen opens, and you can see the five preloaded search shortcuts, as shown in Figure 8-11.

To reuse one of saved search results, simply select a desired search from the list in Figure 8-11, press the menu key, and select Search.

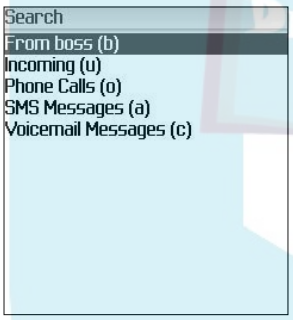


Figure 8-11: The recall screen, showing default search hot keys.

Long Live E-Mail

No closet has unlimited space, and your BlackBerry e-mail storage has limits, too. You've likely pondered how long your e-mails are kept in your BlackBerry. (The default is 30 days. Pshew.) You can choose several options: from 15 days to forever (well, for as long as your BlackBerry has enough space for them).



Because any message you save is kept for as long as you want, a good way to make sure you don't lose an important message is to save it.

DropBooks

To change how long your e-mails live on your BlackBerry, follow these steps:

1. **Open the Messages application.**
2. **Press the menu key and select Options.**
3. **Select General Options.**
4. **Scroll to the Keep Messages option and then press the trackball.**
5. **From the drop-down list that appears, choose the time frame that you want and then press the trackball.**

   - *Forever:* If you choose Forever, you'll seldom need to worry about your e-mails being automatically deleted. On the downside, though, your BlackBerry will eventually run out of memory. At that point, you must manually delete some e-mail so that you have space to accept new e-mail.

     A good way to archive your e-mail is to back up your e-mails by using BlackBerry Desktop Manager. See Chapter 19 for more on backing up your BlackBerry on your PC.

   - *Time option:* If you choose a set time option, any message older than that time frame is automatically deleted from your BlackBerry the next time you reboot your BlackBerry. However, it will be deleted only on your BlackBerry — even if you turn on e-mail reconciliation — because these deletions are not completed manually by you.

6. **Confirm your changes by pressing the menu key and selecting Save.**



DropBooks

DropBooks

Chapter 9

Too Cool for E-Mail

In This Chapter

- Sending PIN-to-PIN messages
- Using Short and Multimedia Messaging Service (SMS)
- Setting up and using Instant Messenger (IM)
- Figuring out messaging etiquette

Your BlackBerry is primarily a communication tool, with e-mail messages and phone conversations as the major drivers. Being the social creatures that we are, however, we constantly come up with new ways to communicate — ever more ways to overcome the distance barrier, as it were. You shouldn't be surprised that the folks at RIM have moved beyond e-mail and phoning in their search for other ways to communicate. (And we're not talking semaphore or stringing together two tin cups.)

Not that we're dismissing the power of phones and e-mail. Both are wonderful technologies, but you might find yourself in a situation where other means of communication would be more appropriate. For instance, e-mail isn't the tool of choice for instant messaging/chatting — most people would find that method slow and cumbersome. Nor is e-mail the best tool to use when you want to alert someone.

"What might be a better fit?" you ask. Read this chapter to find out. You can familiarize yourself with some less obvious ways you can use your BlackBerry to communicate — ways that might serve as the perfect fit for a special situation. You get the inside scoop on PIN-to-PIN messaging and text messaging (also known as Short Messaging Service, or SMS). We also give you tips on how to turn your BlackBerry into a lean (and not so mean) instant messaging machine.

A Little Bit of RIM Prehistory

Time for a history lesson. Sometime during the last millennium, Research In Motion (RIM) wasn't even doing phone. Before BlackBerry became all the rage today with SmartPhone features, RIM was doing a tidy little business

DropBooks

with its wireless e-mail. Back then, RIM's primitive wireless e-mail service was served by network service providers on a radio bandwidth, namely DataTAC and Mobitex networks. These were separate from the bandwidth that a typical cellphone infrastructure would use. RIM devices at that time already had PIN-to-PIN messaging (more about that later). This type of messaging is akin to a pager, where a message does not reside in a mailbox and is instead sent directly to the BlackBerry without any delay, so it's fast. (No one wants a paging system that moves at turtle speed when they can get jack rabbit speed, right?)

Several interesting facts followed from RIM's initial decision here. Of note, most cellphone users in New York City were left without service during the 9/11 disaster. As you can understand, the entire cellphone infrastructure in New York and surrounding areas was overwhelmed when faced with too many people trying to use the bandwidth available. However, one communication device continued to work during that stressful time — RIM's PIN-to-PIN messaging kept the information flow going.

Now, this may sound like ancient history, but the point here is that the backbone RIM built during that time is still used in your BlackBerry today. When you send a PIN-to-PIN message, it makes its way to its destination pretty darn fast.

But enough with the history lesson. Time to take a look at how PIN-to-PIN messaging can help you today.

Sending and Receiving PIN-to-PIN Messages

What happens when you use PIN-to-PIN messaging? First and foremost, get the acronym out of the way. *PIN* stands for personal identification number (familiar to anyone who's ever used an ATM) and refers to a system for uniquely identifying your device. *PIN-to-PIN,* then, is another way of saying *one BlackBerry to another BlackBerry.*

As for the other details, they're straightforward. PIN-to-PIN messaging is based on the technology underpinning two-way pager systems. Unlike sending a standard e-mail, when you send a PIN-to-PIN message, the message doesn't venture outside RIM's infrastructure in search of an e-mail server and (eventually) an e-mail inbox. Instead, it stays solidly in the RIM world, where it is shunted through the recipient's network provider until it ends up on the recipient's BlackBerry.

DropBooks

Here's the neat part. According to RIM, the message isn't saved anywhere in this universe *except* on the one device that sends the PIN message and the other device that receives it. Compare that with an e-mail, which is saved in at least four separate locations (the mail client and e-mail servers of both sender and recipient) not to mention all the system's redundancies and backups employed by the server. Think of it this way: If you whisper a little secret in someone's ear, only you and that special someone know what was said. In a way, PIN-to-PIN messaging is the same thing, with one BlackBerry whispering to another BlackBerry. Now, that's discreet.

If you tend to read the financial newspapers — especially the ones that cover corporate lawsuits extensively — you'll know that there's no such thing as privacy in e-mail. PIN-to-PIN messaging, in theory at least, is as good as the old Code of Silence. Now, is such privacy really an advantage? You can argue both sides of the issue, depending on what you want to use PIN-to-PIN messaging for. Basically, if you like the idea that your communications can be kept discreet, PIN-to-PIN messaging has great curb appeal. If you don't care about privacy issues, though, you still might be impressed by PIN-to-PIN messaging's zippy nature. (It really is the Ferrari of wireless communication — way faster than e-mail.)

Getting a BlackBerry PIN

When trying to call somebody on the telephone, you can't get far without a telephone number. As you might expect, the same principle applies to PIN-to-PIN messaging: No PIN, no PIN-to-PIN messaging. In practical terms, this means you need the individual PIN of any BlackBerry device owned by whomever you want to send a PIN message to. (You also need to find out your own PIN so you can hand it out to those folks who want to PIN-message you.) The cautious side of you might be thinking, why on earth would I give my PIN to somebody? This PIN is really not the same as your password. In fact, this PIN doesn't give anybody access to your BlackBerry or do anything to compromise security. It's simply an identification; you treat it the same way as you treat your phone number.

RIM makes getting hold of a PIN easy. In fact, RIM even provides you with multiple paths to PIN enlightenment, as the following list makes clear:

- **From the Help screen:** You can find the PIN for any device right there on its Help screen. On most BlackBerry models, you can call up the Help screen by pressing Alt+Num+H. This shortcut to the Help screen is not available on BlackBerry Pearl.
- **From the Message screen:** RIM also makes it easy for you to send your PIN from the Message screen with the help of a keyword. A *keyword* is a neat feature with which you type a preset word, and your BlackBerry replaces what you type with a bit of information specific to your device.

DropBooks

Sound wacky? It's actually easier than it sounds. To see what we mean, just compose a new message. (Chapter 8 gives you the basics on the whole e-mail message and messaging thing, if you need a refresher.) On the subject or body of your message, type **mypin** and add a space. As soon as you type the space, `mypin` is miraculously transformed into your PIN in the format `pin:`*`your-pin-number`*, as shown in Figure 9-1. Isn't that neat?



`mypin` isn't the only keyword that RIM predefines for you.

- **From the Status screen:** You can find your PIN also on the Status screen. On most BlackBerry models, you display the Status screen by choosing the following links starting from the Home screen: Settings, Options, and Status. Use the trackball to highlight and click the link. Figure 9-2 shows a typical Status screen. (The PIN is fifth on the list of items shown.)

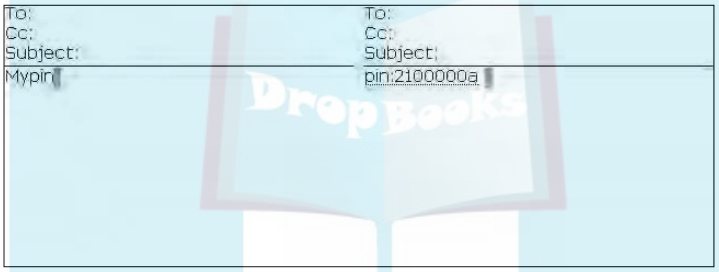


Figure 9-1: Type a keyword (left), add a space, and it gets translated (right).

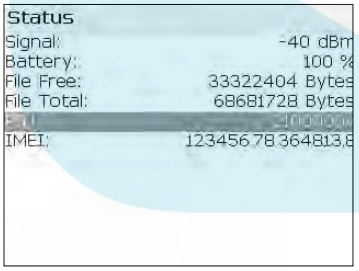


Figure 9-2: Find your PIN on the Status screen.

Assigning PINs to names

So, you convince your BlackBerry-wielding buddies to go to the trouble of finding out their PINs and passing said PINs to you. Now the trick is finding a convenient place to store your PINs so you can use them. Luckily for you, you have an obvious choice: the BlackBerry Address Book. And RIM, in its infinite

DropBooks

wisdom, makes storing such info a snap, just like the following steps show. To add a PIN to someone's contact info in Address Book, do the following:

1. **From the BlackBerry Home screen, select Address Book.**

   Address Book opens.

2. **Highlight a contact name, press the menu key, and then select Edit.**

   The Edit Address screen for the contact name you selected makes an appearance.

3. **On the Edit Address screen, scroll down to the PIN field (as shown in Figure 9-3).**

4. **Enter the PIN by pressing letters and numbers on the keyboard.**

5. **Press the menu key and then select Save.**

   The edit you made for this contact is now saved.



Figure 9-3: Add a contact's PIN info here.

It's that simple. Of course, it's even easier if you think ahead and enter the PIN information you have when you set up your initial contact info (by using the New Address screen), but we understand that a PIN isn't usually the kind of info your causal acquaintances carry around with them.



If all this talk about New Address screens and Edit Address screens doesn't sound familiar, check out Chapter 4, which covers the Address Book application in more detail.

Sending a PIN-to-PIN message

Sending a PIN-to-PIN message is no different than sending an e-mail. Here's how:

1. **From the BlackBerry Home screen, select Address Book.**

   Address Book opens.

DropBooks

2. **Highlight a contact name and then press the menu key.**

   If a contact has a PIN, you see a menu item titled PIN *<contact name>*. See, for example, you have a contact named Dante Sarigumba. When you highlight Dante Sarigumba in the list and then press the menu key, the menu item PIN Dante Sarigumba appears as an option, as shown in Figure 9-4.

3. **Select PIN <*contact name*> from the menu.**

   The ever-familiar New Message screen, with the PIN of your buddy already entered as an address, makes an appearance.

4. **Treat the other e-mail-creation stuff — adding a subject line, entering the body of your message, and then signing off — just as you would with a normal e-mail.**

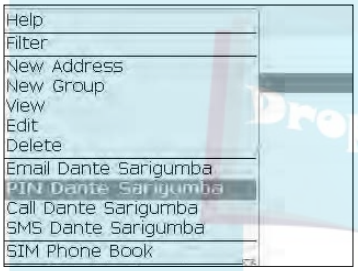


Figure 9-4: Send a PIN message via your Address Book.

Alternatively, if you know the PIN, you can also type it directly. Here's how:



1. **From the BlackBerry Home screen, select Messages.**

   The Messages application opens.

2. **Press the menu key and then select Compose PIN.**

   The ever-familiar New Message screen makes an appearance.

3. **In the To field, enter the PIN and then press the trackball.**

   You just added a recipient in the To field.

4. **Add a subject line, enter the body of your message, and sign off just like you would in a normal e-mail.**



Because of the nature of PIN-to-PIN messaging (the conspicuous lack of a paper trail, as it were), RIM has set it up so that companies can disable PIN-to-PIN messaging on your BlackBerry device. (No paper trail can mean legal problems down the road — can you say *Sarbanes-Oxley*?) If your BlackBerry

DropBooks

is from your employer and you don't see the PIN menu item allowing you to send PIN-to-PIN messages, you can safely assume that your employer has disabled it. Contact your BlackBerry Enterprise Server (BES) administrator to make sure. (See Chapter 1 for an explanation of BES.) Keep in mind that even if your company has disabled PIN-to-PIN messaging, folks can still PIN you — you just won't be able to PIN them back in response.

Receiving a PIN-to-PIN message

Receiving a PIN-to-PIN message is no different than receiving a standard e-mail. You get the same entry into your Messages list for the PIN-to-PIN message that you receive, and the same message screen appears when you open the message. By default, your BlackBerry will vibrate to alert you, but this behavior can be customized in Profiles. In Profiles, PIN-to-PIN is a Level1 Message. (Check Chapter 3 for more details on changing your profile.) When you reply to the message, the reply is a PIN-to-PIN message as well — that is, as long as your BlackBerry is set up to send PIN-to-PIN messages. Again, because this involves a BlackBerry-to-BlackBerry communication, you won't see a PIN message show up on your desktop's e-mail client's inbox.



Regardless of whether your BlackBerry is enabled for sending PIN-to-PIN messages, you can always receive a PIN message. BES administrators can mandate that you can't send PIN messages, but that can't stop you from receiving them.

Keeping in Touch, the SMS/MMS Way

Short Messaging Service (also known as *SMS,* or simply *text messaging*) is so popular these days that you see it used in many TV shows, including the Fox Network's *American Idol,* which lets you vote for the show's contestants by using SMS. Moreover, SMS is an established technology (not a new and unproven thing, in other words) that has been popular for years in Europe and Asia, where the Global System for Mobile Communication (GSM) is the technology of choice among cellphone network providers. How short is short? The maximum size per message is about 160 characters. If you send more than that, it gets broken down into multiple messages.

Multimedia Messaging Service (MMS) is the latest evolution of SMS. Rather than a simple text message, you can also send someone an audio or a video clip.

DropBooks

SMS is a smash!

In the early days of SMS, phone providers gave away their text messaging services for free. It caught on like wildfire, especially in developing countries where folks are a tad more cost conscious. In those countries, it didn't take long before lots of folks started carrying a cellphone just to avail themselves of the free text messaging. Adding to the appeal was the fact that many network service providers didn't even force you to pay for a plan; you could walk into any convenience store and buy a prepaid SIM card, no questions asked. By the way, Subscriber Identification Module, or SIM, is a tiny electronic chip found in the back of a GSM phone. This chip is your gate to using the phone network.

In the United States, however, it took some time for SMS to catch up. For one thing, network service providers in the U.S. are divided between CDMA and GSM/GPRS technology. (See Chapter 1 for more on that divide.) GSM/GPRS phones have allowed for SMS since 1991; CDMA phones did not until about 2000. (Competing innovations do have a downside, right?) The second reason is that most American homes are wired for regular phone service, so cellphones are not necessarily seen as something you just gotta have. Eventually, though, the convenience of using cellphones will make them more and more attractive — and, of course, SMS is the next logical step.



Whether you call it SMS, Short Messaging Service, or just plain text messaging, your BlackBerry makes it simple. But before we go over the details, we want to point out to all you BlackBerry Pearl owners that text messaging does pose a challenge for beginners. It's not that it's a difficult task; it's just that it's cumbersome to type the letters by using the limited keypad.

Also, you need to be aware of the trends and options for text messaging. There is a growing SMS subculture among teenagers and those who jumped onto the bandwagon early. These in-the-know folks use abbreviations that might be difficult for you to understand in the beginning, so don't dive in without your oxygen tank. A quick preparation goes a long way toward avoiding being labeled *uncool* when it comes to your SMS syntax. The upcoming sections help smooth your path a bit by filling you in on the basics of SMS-speak.

Using shorthand for speedy replies

From the get-go, text messaging sprang up from the wild and crazy world of cellphone users. And those of you who've used a phone lately probably know that phone design revolves around entering phone numbers rather than entering the text to *War and Peace.* Time for a reality check: On a regular cellphone, three letters share a single key. As you can imagine, trying to bang out even a single paragraph can be a real pain.

DropBooks

Human ingenuity prevails. People have found ways to circumvent the fact that cellphones have such a limited number of keys at their disposal. One strategy that we highlight here involves using abbreviations that allow you to cut down on the amount of text you need to enter. These shorthand words are quickly becoming quite hip, especially among the 14–18-year-old set. Veteran text messagers (the hip ones, at least) can easily spot someone who is new to SMS technology by how they don't use the right lingo — or use such lingo incorrectly.



Proud owners of a BlackBerry Pearl who are beginners to SMS might be tempted to rely on BlackBerry's default SureType feature when text messaging. *SureType* is a technology used initially in BlackBerry 7100 series and carried on in the BlackBerry Pearl. SureType's purpose is to compensate for the limited keys at your disposal on this type of BlackBerry. The software is smart enough to predict what you want to type. It also has the capability to learn and become smarter as you use it. The technology is neat, making it possible for you to type words faster and more easily on the BlackBerry Pearl. However, you might find yourself in a situation in which you receive text from buddies who use cool, with-it, hip, shorthand lingo, and you respond with white-bread, uncool, complete words provided for you by SureType technology. To preserve (or create) your cool image, we recommend disabling SureType when you do any text messaging. (Chapter 2 fills you in on how to toggle SureType on and off.) That way, you can master shorthand without any interference from SureType and transform yourself into a text-messaging fool.

Awhfy?

In text messaging, the challenge lies in using abbreviations to craft a sentence with as few letters as possible. Because text messaging has been around for a number of years, plenty of folks have risen to this challenge by coming up with a considerable pool of useful abbreviations. Don't feel that you have to rush out and memorize the whole shorthand dictionary at once, though. As with mastering a new language, start out with the most commonly used words or sentences. Then when you become familiar with those, slowly gather in more and more terms. In time, the whole shorthand thing will be second nature.

And what are the most commonly used terms out there? Funny you should ask. Table 9-1 gives you our take on the most common abbreviations, which are enough to get you started. With these under your belt, you can at least follow the most important parts of an SMS conversation. Feel free to check out the Web site associated with this book (`www.blackberryfordummies.com`) for a more comprehensive list of shorthand abbreviations.

DropBooks

Table 9-1 SMS Shorthand and Their Meanings

Shorthand	*Meaning*	*Shorthand*	*Meaning*
2D4	To die for	CUL8R	See you later
2G4U	Too good for you	CUS	See you soon
2L8	Too late	F2F	Face to face
4E	Forever	FC	Fingers crossed
4YEO	For your eyes only	FCFS	First come, first served
A3	Anytime, anywhere, anyplace	FOAF	Friend of a friend
AFAIK	As far as I know	FWIW	For what it's worth
ASAP	As soon as possible	GAL	Get a life
ASL	Age, sex, location	GG	Good game
ATM	At the moment	GR8	Great
ATW	At the weekend	GSOH	Good sense of humor
AWHFY	Are we having fun yet?	H2CUS	Hope to see you soon
B4	Before	IC	I see
BBFN	Bye-bye for now	IDK	I don't know
BBL	Be back later	IMHO	In my honest opinion
BBS	Be back soon	IMO	In my opinion
BCNU	Be seeing you	IOU	I owe you
BG	Big grin	IOW	In other words
BION	Believe it or not	KISS	Keep it simple, stupid
BOL	Best of luck	LOL	Laughing out loud
BOT	Back on topic	OIC	Oh, I see
BRB	Be right back	RUOK	Are you okay?
BRT	Be right there	W4U	Waiting for you
BTW	By the way	W8	Wait
CMON	Come on	WTG	Way to go
CU	See you	TMOZ	Tomorrow

DropBooks

Showing some emotion

One aspect of written communication that has gotten a few folks in trouble now and then is that the very same words can mean different things to different people. A simple example is the phrase, "You're such a clueless individual." When you speak such a phrase (with the appropriate facial and hand gestures), your conversational partner knows right off the bat (we hope) that you're teasing and that it's all a bit of fun. Write that same phrase in a text message and, well, you might get a nasty reply in return — which you then have to respond to, which prompts another response, and soon enough you've just ended that seven-year friendship.

Because SMS is meant for quick and short messages akin to chatting — rather than long and drawn-out debates about what you actually *meant* when you said what you said — a quick-and-dirty system for characterizing what you've just written (I'm joking! I'm happy! I'm mad!) has sprung up. Known as *emoticons,* these cutesy typographical devices let you telegraph your meaning in sledgehammer-to-the forehead fashion.

Yes, we're talking smileys here — those combinations of keyboard characters that, when artfully combined, resemble a human face. The most popular example — one that you've probably encountered in e-mails from especially chirpy individuals — is the happy face, which you see used (usually at the end of a statement) to convey good intentions or imply a happy context, like this :).

Table 9-2 shows you the range of smiley choices. The trick to recognizing what each smiley conveys lies in your ability to view them sideways (hopefully without developing a crick in your neck). Just remember that smileys are supposed to be fun. They could be the one thing you need to make sure that your "gently teasing remark" isn't misconstrued as a hateful comment.

Sending a text message

After you have the shorthand stuff as well as the smileys under your belt, get your fingers pumped up and ready for action: It's message sending time! Whether its SMS or a richer audio/video (MMS) message, here's how it's done:

1. **From the BlackBerry Home screen, select Address Book.**

   Address Book opens.

DropBooks

Table 9-2 Smileys and Their Meanings

Smiley	*Meaning*	*Smiley*	*Meaning*
:)	Happy, smiling	:(	Sad, frown
:-)	Happy, smiling, with nose	:-(	Sad, frown, with nose
:D	Laughing	:-<	Super sad
:-D	Laughing, with nose	:'-(	Crying
:'-)	Tears due to laughter	:-O	Yell, gasped
:-)8	Smiling with bow tie	:-@	Scream, what?
;)	Winking	:-(o)	Shouting
;-)	Winking, with nose	|-O	Yawn
O:-)	I'm an angel (male)	:----(	Liar, long nose
O*-)	I'm an angel (female)	%-(	Confused
8-)	Cool, with sunglasses	:-|	Determined
:-!	Foot in mouth	:-()	Talking
>-)	Evil grin	:-ozz	Bored
:-x	Kiss on the lips	@@	Eyes
(((H)))	Hugs	%-)	Cross-eyed
@>--;--	Rose	|@@|	Face
:b	Tongue out	#:-)	Hair is a mess
;b	Tongue out with a wink	&:-)	Hair is curly
:-&	Tongue tied	$-)	Yuppie
-!-	Sleepy	:-($)	Put your money where your mouth is

2. **Highlight a contact who has a cellphone number, press the menu key, and select SMS (or MMS) <*contact name*> from the menu that appears.**

   The menu item for SMS or MMS is intelligent enough to display the name of the contact. For example, if you choose John Doe, the menu item reads `SMS John Doe` or `MMS John Doe`, as shown to the left in Figure 9-5. (Note the space for entering your text message, right underneath the screen heading.)

DropBooks

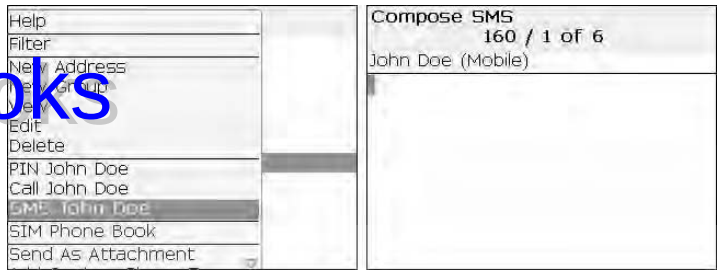


Figure 9-5: Start your text message here.

3. **If you chose MMS, Browse from your multimedia folders and select the audio or video file you want to send.**

   When choosing MMS, this extra step allows you to choose the multimedia file. This is the only difference between SMS and MMS with regards to sending a message.

4. **Type your message.**

   Remember that shorthand business? You should start taking advantage of it the first chance you get. (Practice makes perfect.)

5. **Press the trackball and then select Send from the menu that appears.**

   Your message is sent on its merry way.

Viewing a message you receive

If you have an incoming SMS or MMS message, you get notification just like you do when you receive an e-mail. Also, like e-mail, the e-mail icon on the top of the Home screen indicates a new message. In fact, everything about viewing SMS and MMS messages is pretty much the same as what you do when reading an e-mail; so if you have Chapter 8 loaded into your memory, you know how to read SMS messages. The basic run-through is as follows:

1. **Open Messages.**
2. **Scroll to the unread message.**
3. **Press the trackball.**
4. **Bob's your uncle: The message appears on-screen.**



You can customize how your BlackBerry notifies you when you receive an SMS message. Chapter 3 has the scoop on all the customization options for your BlackBerry, including options for SMS notification. (Look for the section about customizing your profile.)

Always Online Using Instant Messaging

DropBooks

Real-time conversation with your friends or buddies over the Internet is easier with the advent of Instant Messenger. This technology allows two or more people to send and receive messages quickly with the use of software that uses the Internet as the wire. It all started with pure text messages and evolved into a rich medium involving voice and even video conversation in real time.



You may not find Instant Messenger in your BlackBerry. That's because it's a service provider's prerogative to include it or not on the BlackBerries they sell. (Most providers, however, do support it for the BlackBerry Pearl and the older 7100 series.) Also, your company has the option of not including Instant Messenger. Here's the deal: You can add Instant Messenger to your BlackBerry even if it didn't come as a default. Now, for those who already have Instant Messenger installed, you're in luck. You can go on your merry IM way. However, for those of you out there lacking an IM application, don't despair. See the upcoming section that provides step-by-step instructions on how to get Instant Messenger installed on your BlackBerry.

Chatting using IM rules

When America Online (AOL) came out with Instant Messenger (IM) in the mid-1990s, it was an overnight hit. What made it successful was that it could provide quick (instantaneous) responses to any messages you sent out. In addition, the service introduced many simple (yet clever) functions that offer you a new way of communicating. For example, you can chat with multiple people at the same time. You can tell whether someone is trying to type a message to you. You can even tell whether your buddies are online, away from their computers, or simply too busy to be interrupted at the moment. IM adds up to a totally different slant on long-distance communication, opening a wide array of possibilities — possibilities that can be used for good (team collaboration) or ill (mindless gossip), depending on the situation.

As you might expect, IM is great for both personal and business applications. In the business world, IM provides the link so that employees can be always connected with their colleagues, no matter how distant they might be, making working collaboratively far easier. On the personal side, this new way of keeping in touch has been embraced by a pretty broad swath of the population — and not just the teen set. Whether you're busy maintaining friendships or busily working to create new ones, Instant Messenger is definitely one powerful tool to consider adding to your social skills toolbox.

DropBooks

Messaging etiquette and a few words of caution

Here are some commonsense messaging rules as well as a few words of caution. Even if you're new to messaging, being a neophyte doesn't give you free license to act like a jerk. So remember, play nice and take the following pointers to heart:

- **Use smileys to avoid misunderstandings.** Read more about emoticons and smileys earlier in this chapter.
- **Do not ever forward chain letters.** We mean it. Never.
- **If you need to forward a message, check the entire message content first.** Make sure nothing offends the recipient.
- **Some things in this world need to be said face to face, so don't even think of using messaging for it.** Ever try dumping your girlfriend or boyfriend over the phone? Guess what. Using messaging is a far worse idea.
- **Keep your tone gender neutral.** Some messages that are forwarded through e-mails are inappropriate to the opposite sex.
- **Capital letters are like shouting, so DON'T DO IT.**
- **Know your recipient.** A newbie may not easily grasp smileys and shorthand at first, so act accordingly. (Read more about shorthand earlier in this chapter.)
- **Don't reply to any message when you're angry.** You can't unsend a sent message. Better to be prudent than sorry.
- **Don't spread gossip or make personal remarks about other people.** Beware! Your messages can end up in the wrong hands and haunt you in the future.
- **Easy does it.** There is no documented evidence of the deleterious effects (physical or psychological) of too much text messaging. However, don't text message as if you wanted to enter the books as the first recorded case of Instantmesssagingitis. As your great-grandma would tell you, too much of anything is bad for you. It's easy to lose track of time doing IM.
- **Drive safely.** Tuck away your BlackBerry whenever you're in the driver's seat.

Instant messaging on a BlackBerry Pearl



Lucky you! IM comes standard with your BlackBerry Pearl. Most network providers dish out the four most popular IM services on this planet to their Pearl customers: the ubiquitous AOL Instant Messenger (also know as AIM), the familiar Yahoo or Y! Messenger, MSN Messenger from the giant Microsoft, and last but not least, ICQ Instant Messenger. ICQ is the first IM program that can run on a PC. These four preloaded IM programs are definitely not the only popular ones — some of you might be using Google Talk or iChat AV, which runs on the Macintosh. There's also Jabber, which is favored by the Open Source community (collaborative efforts of individuals to create free software). If you are using an IM network that isn't preloaded, check out the

DropBooks

upcoming sections "Instant Messaging on a non-Pearl model" and "Taking control of your IM app," where we discuss programs you can install to run the IM networks you're using.



With so many choices, you could never go wrong, right? Not so fast, good buddy. If you're not careful, you'll find yourself contributing more moolah to your network service provider's bottom line than you expected. All IM applications use SMS behind the scenes. And what does that have to do with the price of tea in China? Well, without an SMS plan, you'll be suckered into high per-message cost for SMS access. Before you proceed, make sure that you understand the finer points of your current plan. And remember: Sometimes words on these plans can be misleading. For example, your plan might state that you have unlimited data and Internet access — but then the plan doesn't define SMS as either data or Internet access.

Bottom line here: Don't assume that SMS is part of the unlimited data plan. Scour your plan contract for sections that deal specifically with SMS, paying particular attention to whether unlimited SMS is included. If not — and if you're considering using IM heavily — consider getting a plan that allows for unlimited SMS; otherwise, be prepared to shell out some real dough. Or, if it's possible, simply add SMS to your current plan. If you have any doubts about what your plan covers, call your network service provider.



Any other options? Now that you mention it, you can jump ship and go with another IM application — one that connects directly to an IM network on the Internet rather that relying on SMS. In the upcoming section, "Taking control of your IM app," you find out about some of your options.

IM basics: What you need

Assuming that your plan covers a good deal of SMS, all you need to start using any of the standard four IM applications are a user ID and a password. If you don't have a user ID/password combo yet, getting one is a breeze. Just go to the appropriate registration Web page (listed next) for the IM application(s) you want to use. Use your desktop or laptop machine for signing up. It's easier and faster that way.

- **AOL Instant Messenger (AIM):** `aim.aol.com/aimnew/Aim/register.adp?promo=106723&pageset=Aim&client=no`
- **ICQ:** `www.icq.com/register`
- **MSN Messenger:** `messenger.msn.com/download/getstarted.aspx`
- **Y! Messenger:** `edit.yahoo.com/config/eval_register?.src=pg&.done=http://messenger.yahoo.com`



DropBooks

Given the many IM network choices available, all your friends probably won't be registered on the same network. You may end up having to sign up for multiple networks if you want to reach them all by using IM.

If you're an avid user of Google Talk, don't be dismayed because you don't see it in the preceding list; RIM has a separate program that you can use. Just point Browser to `www.blackberry.com/GoogleTalk/index.do`. The page that appears gives you step-by-step instructions on how to download and install Google Talk on your BlackBerry.

Going online with IM

After you obtain the user ID/password combo for one of the IM services, you can use your BlackBerry to start chatting with your buddies by following these steps:

1. **From the BlackBerry Home screen, select Instant Messaging (Figure 9-6, left).**

   A screen displaying the four popular IM services appears (Figure 9-6, right). You can choose from any of the four IM application icons, based on where your ID is valid.



Figure 9-6: The IM icon on a Pearl (left) and links to the four IM services (right).

Instant Messaging

2. **Select the IM application icon of your choice.**

   An application-specific login screen shows up for you to sign on, similar to the one shown in Figure 9-7. It's straightforward, with the standard screen name or ID line and password line.

3. **Enter your screen name/ID and password.**

DropBooks



Figure 9-7: Login screen for Y! Messenger.

4. **If you want, select the Save Password box. Also if you want, select the Auto Sign In box.**

   When the Save Password check box is enabled, it allows you to keep the ID/password information preentered the next time you come back to this screen. (Um, you don't have to type this stuff every time you want to IM.) We recommend that you mark this check box to save time but also set your handheld password to enabled so that security is not compromised. Refer to Chapter 3 if you need a refresher on how to enable passwords on your BlackBerry.

   The Auto Sign In check box allows you to toggle the feature of signing in automatically when your BlackBerry is powered up. This is helpful if you have a habit of turning off your BlackBerry periodically.

5. **Press the trackball and then select Sign In.**

   At this point, IM tries to log you in. This can take a few seconds, during which the screen reads `Sending request to AOL` or `Sending request to Yahoo!` or `Sending request to ICQ` while it's in this phase. After you're logged in, a simple listing of your contacts, or buddies, appears on the screen.

6. **Select the contact or buddy whom you'd like to chat with, and then select the action you'd like from the menu that appears.**

   Your menu options include sending a message and adding or deleting a contact.

Adding a contact/buddy

Before you can start chatting with your buddies, you need to know their user IDs as well:

- For AIM, you need to get it from your friend or search AOL's directory.
- For Yahoo! users, the ID is in their Yahoo! e-mail addresses. It's the text before the `@` sign.
- ICQ uses an ICQ number as a user ID. You can have your friend e-mail the ID to you or you can search the ICQ Global Directory.
- On MSN, the user ID is the MSN passport ID.

DropBooks

Luckily for you, you don't need to search around for IDs every time you want to IM someone. You can store IDs as part of a contact list so you can grab an ID whenever you need one. To add the ID of a contact to your contact list, just do the following:

1. **Starting within the IM service of your choice, press the menu key, and then select Add Contact, as shown in Figure 9-8.**

   The Add Contact screen appears.

2. **Enter the user ID of your contact in the Add Contact screen and then press the trackball.**

   IM is smart enough to figure out whether this contact is a valid user ID or not. If the ID is valid, the application adds the ID to your list of contacts. The buddy goes either to the Online or Offline section of your list, depending on whether your buddy is logged in.

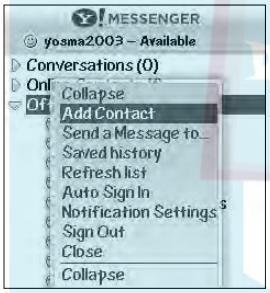


Figure 9-8: The Y! Messenger menu.

Doing the chat thing

Suppose you want to start a conversation with one of your contacts (a safe assumption on our part, we think). Just log in to the IM application, as described in the previous section, "Going online with IM," and send a message to your buddy. By sending a message within the IM application, you're initiating a conversation. Here are the details on how to do it:

1. **In the contact list of the IM application of your choice, select the contact to whom you want to send a message, and then select Send a Message from the menu that appears.**

   A typical online chat screen shows up. The top portion of the screen lists the sequence of previous messages sent to and received from this contact. The bottom portion of the screen is where you type your message.

2. **Enter your message.**

DropBooks

3. **Press the trackball, and then press the enter key.**

   Your user ID plus the message you just sent shows up in the topmost (history) section of the chat screen. When you receive a message, it's appended to the history section as well so that both sides of your e-conversation stay in view.

Sending your smile

The IM application provides you with a quick way of adding emoticons to your message without you remembering all the character equivalents in Table 9-1. While you're typing your message, press the trackball and select Insert Emoticon from the menu that appears. A listing of all the icons appears, as shown in Figure 9-9. Select the one you want and press the trackball. The emoticon you selected is appended to your message.



Figure 9-9: You can choose from many smileys.

Are you there?

Would you be interested in predefined text to reply quickly to a message? You may call it laziness but we prefer productivity. While you are on the conversation screen and on your way to type the message, press the trackball and select Insert Quick Text from the menu that appears. A list of predefined text similar to the one shown in Figure 9-10 appears on the screen. Highlight the one you need and press the trackball. That text is copied to the message screen and all you need to do is press the enter key.



Figure 9-10: Choose Quick Text here.

DropBooks

Notification settings

At times you might want your BlackBerry to alert you when a new message arrives. Other times you might want the notification off when you're actively conversing with someone. Either way, the IM application allows you to switch this setting quickly. Here's the rundown:

1. **Starting within the IM service of your choice, highlight one of the main folders such as Conversations, press the menu key, and then select Notification Settings.**

   The Notification Settings screen appears, as shown in Figure 9-11.

2. **Select the notification options you want.**
3. **Press the menu key and then select Save.**

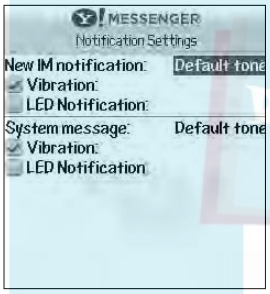


Figure 9-11: Choose how you want to be notified here.

Instant messaging on a non-Pearl model

You can get IM applications right out of the box with a Pearl and the older 7100 models, but what's a person to do if her BlackBerry is a different model? The good news here is that where there's a will, there's a way. You'll need to do a little bit of work to get IM rolling for you, but we break down the process so that it won't be too hard to follow. In a matter of minutes, you'll have your IM application installed.



Before you continue with the rest of this section: If you have a company-provided BlackBerry, make sure that your company policy allows you to use IM. Otherwise, you might not be able to upgrade and install applications on your BlackBerry.

Depending on which network service provider you're signed up for and what IM services you want to use, your choices of IM services can vary. We describe a sample of what's available in the following list. (For updated listings, check out the Web site associated with this book, at `www.blackberryfordummies.com`.)

DropBooks

- **VeriChat for BlackBerry:** `http://www.pdaapps.com/verichat_bby`. This IM application is a one-stop shop for anyone using multiple IM networks. It supports Yahoo!, ICQ, MSN, and AOL.

  VeriChat works well on GPRS and EDGE networks. You might have problems running the application on a CDMA network, however, if your BlackBerry is not under BES. (Read about CDMA and GPRS in Chapter 1.) You may avail hosted BES for best performance under a CDMA network. Hosted BES means your BlackBerry is connecting through a BES provided by a vendor (see Chapter 1 for more on BES). Some third-party vendors offer their BES server for you to host BlackBerry services for a monthly fee. One of these companies, MailStreet (`www.mailstreet.net/wireless/default.asp`), charges $9.95 per month. You also need to use its e-mail server, which can be an additional cost. MailStreet also charges a one-time activation fee of $39.95 U.S.
- **Ramble IM:** `wireless.sra.com/ramble`. You can't beat the price — it's freeware — but it supports only AOL.
- **BlackChat ICQ:** `sourceforge.net/projects/blackchat`. Again, the price is good — freeware — but it works only on the ICQ network.

Installing an IM application is easy. You can

- Download directly to your device through a browser download
- Download to your desktop machine and then sync it to your device

If you're willing to wait a bit and are in a good signal area, we recommend that you use the browser download method because the steps are easy.



Make sure that you don't move to an area with no network signal while the download is progressing. You don't want to interrupt the download because you would be forced to start all over again.

Follow these steps to install an IM application directly to your BlackBerry:

1. **Point your BlackBerry Browser to the application developer's Web site as follows:**

   a. **In the Browser's main menu, click the Go To button.**

   b. **Enter the URL in the screen that appears.**

      For example, to install Ramble IM, enter **http://wireless.sra.com/ramble**.

   c. **Select OK.**

   For more on how to use BlackBerry Browser to surf the Internet, check out Chapter 10.

DropBooks

2. **In the Web page that appears, select the Download link.**

   Your download begins. After all the files are downloaded to your BlackBerry, a dialog box appears, prompting you to run the application.

3. **Select OK to start the application.**

   You are now ready to rumble, or ramble, or whatever.

For tips on installing applications to your device from your desktop computer by using BlackBerry Desktop Manager, please see Chapter 17.

Using BlackBerry Messenger

RIM itself has entered the IM application horse race in the form of a spirited filly named — you guessed it — BlackBerry Messenger. This application is based on the PIN-to-PIN messaging technology described earlier in this chapter, which means that it is mucho fast and quite reliable. However, with BlackBerry Messenger, you can chat with only those buddies who have a BlackBerry and also have PIN-to-PIN messaging enabled. The application supports IM features common to many of the other applications, such as group chatting and the capability to monitor the availability of other IM buddies.

Running BlackBerry Messenger

You can access BlackBerry Messenger in the Applications folder from the Home screen, as shown on the left in Figure 9-12. The very first time you run BlackBerry Messenger, the application throws up a dialog box asking you for your display name, as shown on the right in Figure 9-12. The application also asks you to define a password in case you need to restore your contact list at some point in the future.

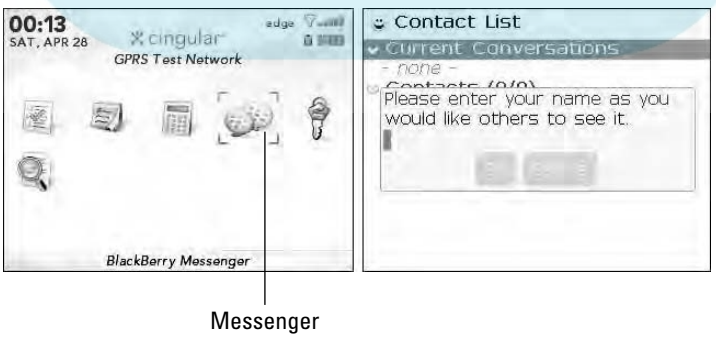


Figure 9-12: BlackBerry Messenger (left). The prompt to enter your display name (right).

DropBooks

The next time you open the application, you see an IM-style contact list, as shown on the left in Figure 9-13. (Okay, we know it looks empty right now, but we show you how to populate it in a minute.) To customize the groupings, add a contact, set your availability, start a conversation, or change your options, just press the trackball to call up the BlackBerry Messenger menu, as shown on the right in Figure 9-13.

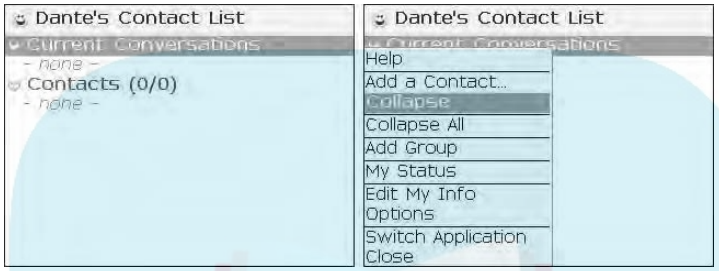


Figure 9-13: The BlackBerry Messenger contact list (left) and menu (right).

Adding a contact

With nobody in your contact list, BlackBerry Messenger is a pretty useless item. Your first order of business is to add a contact to your list — someone you know who has a BlackBerry, is entered in your Address Book, has PIN-to-PIN messaging enabled, and has a copy of BlackBerry Messenger installed on his or her device. If you know someone who fits these criteria, you can add that person to your list by doing the following:

1. **In BlackBerry Messenger, press the menu key and then select Add a Contact.**

   A listing of all the contacts in your BlackBerry Address Book shows up on-screen.

2. **Select the name you want to add to your BlackBerry Messenger contact list.**

   A Message dialog box appears, displaying the Permission Request message the application sends to the potential contact, as shown in Figure 9-14. Before adding someone to the BlackBerry Messenger contact list, the application, like most IM applications, sends a message to the other party asking for permission. You have the option of editing the message that gets sent.

3. **Enter your message.**

4. **Select OK, and then select OK again in the screen that follows.**

DropBooks

The application sends your request for the contact to be added to your BlackBerry Messenger contact list. As long as the person has not responded to your request, his or her name appears as part of the Pending group, as shown in Figure 9-15. When your contact responds positively to your request, that name is moved from the Pending group to the official contact list.

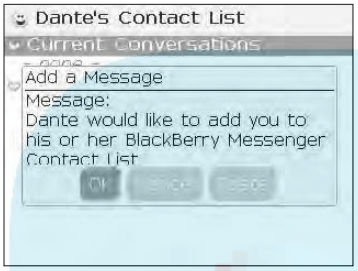


Figure 9-14: Potential contacts are asked before being added.



Figure 9-15: To-be-approved contacts are in the Pending group.

Starting a conversation

You can easily start a conversation with any of your contacts through the BlackBerry Messenger main menu. Just highlight a name in your contact list and press the trackball. A Start Conversation option appears on the menu. Choosing that option opens a traditional Chat interface, with a historical list of messages at the top and a text box for typing messages at the bottom. After typing your message, just press the enter key to send it. Any messages you send (as well as any responses you get in return) are appended to the history list at the top.

Starting a group conversation

Whenever you're conversing with someone via your BlackBerry Messenger, you can easily invite others in. Just press the trackball while conversing to call up the BlackBerry Messenger main menu. This time you see that an Invite

DropBooks

option has been added. Clicking this option allows you to select any number of people from your contact list, one at a time, from the Select a Contact screen that follows. Use the trackball to select the contact and then click OK. After clicking OK, you're back to the previous conversation screen, but this time the history list text indicates that the name of your contact has been added to the conversation. The newly selected contact can now join in the conversation.

Taking control of your IM app

If you use IM frequently — and you tend to chat with many contacts simultaneously — you might find that the physical limitations of your BlackBerry cramp your instant messaging style. No matter whether you use AIM, Y! Messenger, ICQ, MSN Messenger, or BlackBerry Messenger, it's still slower to type words on the tiny keypad than it is to type on your desktop or laptop. So, do you just give up on the dream of instant messaging on-the-go? Not necessarily. This section shows you how you can power up your BlackBerry IM technique.

Less is more

If you can't keep up with all your buddies, your best bet is to limit your exposure. Take a whack at your contact list so that only your true buddies remain as contacts whom you want to IM from your BlackBerry. Trimming your list is easy — to delete a contact from your IM application, use the Delete option from your BlackBerry Messenger main menu.



A word of caution before you start pruning your contacts: Deleting a contact or buddy from an IM application on your BlackBerry also deletes it from the desktop or laptop computer version of the app. That's because the list of contacts is maintained at a central location — an IM server, to be precise — and not on your BlackBerry. A simple workaround here is to set up two accounts of your favorite IM application — one for your BlackBerry and one for your desktop. By using these accounts separately, you can limit the number of contacts you have on your BlackBerry and still maintain a full-blown list of contacts on your desktop.

Lesser typing and emoticons

Cut down your typing time. Don't forget the shorthand described previously. It's widely used in IM as well, so refer to Table 9-1 whenever you can so that you can quickly respond. Before you know it, you'll have the abbreviations memorized and be using them with ease. The emoticons also can make your conversation more interesting. Always take them out of your toolbox. Refer to Table 9-2 for the list of the most common ones.

DropBooks

SMS versus connecting via the Web

SMS messages are short messages designed for cellphones. IM is a step up, evolving from the Internet where bandwidth is no longer a concern. It provides a better real-time conversation experience across distances. These two technologies evolved in parallel. As more people use IM, it becomes apparent that this technology has a place in handheld devices, where mobility is an advantage. Some of the IM programs developed and used in the BlackBerry use SMS behind the scenes. And because your BlackBerry is also capable of connecting to the Internet, other programs use the Internet directly. These differences can affect your monthly bill as well as your messaging experience. Read on.



The IM applications that come preloaded with the BlackBerry Pearl use Short Messaging Service (SMS) as the medium to communicate with the IM networks. Aspects of SMS use might interest you, especially if you're concerned about the costs associated with IM on your BlackBerry. First, if you have unlimited SMS in your plan, the IM applications on your Pearl are definitely going to be less costly. Comparatively, if you don't have unlimited SMS but have an unlimited data plan, you're better off purchasing IM software that connects directly to the IM network from your BlackBerry. Direct connection is faster than using SMS, so you will have a better experience. Direct connection does mean heavy wireless use, however, which quickly drains your battery.

On non-Pearl models, IM programs are not preloaded as of this writing. If you install IM programs, make sure that you understand what the program uses behind the scene to communicate. Again, if it uses SMS, review your plan and make sure it includes SMS. If it uses the Internet, make sure you have an unlimited data plan.



Another feature you might find appealing about some of the third-party IM software is that it allows for group conversations. This is not available on the IM software that comes preloaded with the Pearl.

Other IM recommendations

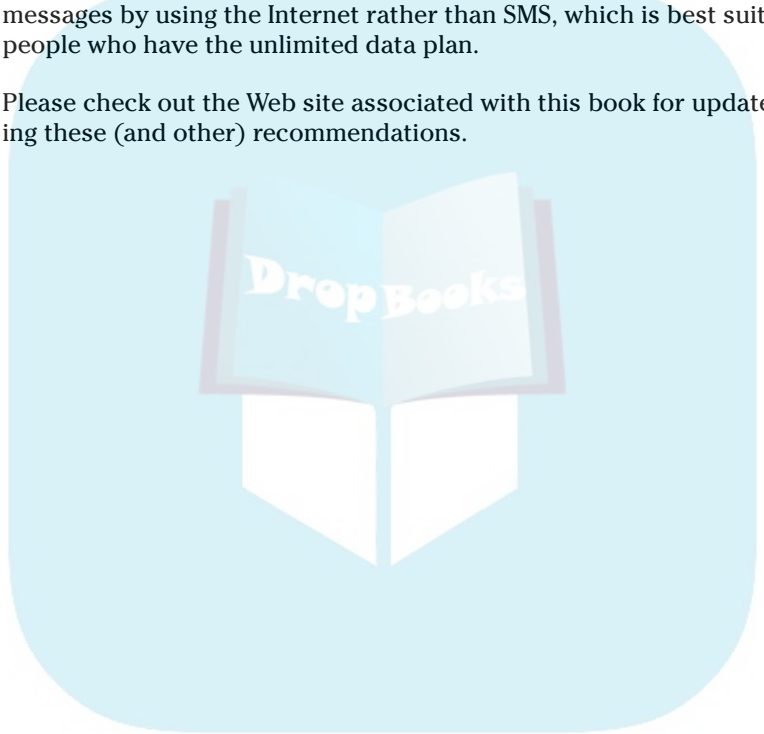
If you're using only AIM for messaging, your best option is to download Ramble IM. This is a freeware program (available from `wireless.sra.com/ramble`) that connects directly to the Web instead of using SMS. If you're not on an unlimited SMS plan, going with Ramble IM can save you some bucks.

For multiple IM network support, one of the best options available is VeriChat (available for download from `www.pdaapps.com/verichat_bby`). VeriChat does have one downside: It requires an annual subscription fee. A standard one-account-per-IM subscription costs $34.95 for the first year and $24.95 for succeeding years. If you don't want to pay annually, consider IM+ (available

DropBooks

for download at `www.shapeservices.com/eng/im/BLACKBERRY`). IM+ only asks for a one-time fee of $44.95 and also supports Yahoo!, MSN, AOL, ICQ, Google Talk and Jabber networks. Two versions are available: the Regular version and the WAP version. The Regular version connects to BES. (Please read Chapter 1 for details on BES.) BES is used by companies as a way of connecting the BlackBerry platform to the corporate network and e-mail server. The WAP version of IM+ allows a personal BlackBerry to use the network provider's WAP gateway to connect to the Internet. The Shape Services Web site has a comprehensive FAQ (frequently asked questions) section for details about the software. The best thing about IM+ is that it sends messages by using the Internet rather than SMS, which is best suited for people who have the unlimited data plan.

Please check out the Web site associated with this book for updates regarding these (and other) recommendations.



DropBooks

Chapter 10

Surfing the Internet Wave

In This Chapter

- Using BlackBerry Browser to surf the Web
- Mastering browser shortcuts and navigation tips
- Using bookmarks
- Customizing and optimizing Browser
- Downloading and installing applications from the Web
- Using Browser in an enterprise environment

It's hard to believe that just over 12 years ago, more folks did not have access to the Internet than did. Today, you can surf the Web anytime, anywhere, and you can do it by using a traditional desktop or laptop computer, or even a tiny mobile device such as a PDA or a SmartPhone. Having said that, it should be no surprise that your BlackBerry has a Web browser of its own.

In this chapter, we explore ways to use BlackBerry Browser effectively. We offer shortcuts that improve your experience browsing the Web. We also throw in timesaving tips, including the coolest ways to customize your browser to make pages load faster and a complete neat-freak's guide to managing your bookmarks.

Your network service provider might also have its own custom browser for you to use. We compare these proprietary browsers with the default BlackBerry browser so that you can decide which best suits your needs.

Getting Started with BlackBerry Browser

BlackBerry Browser or Internet Browser is preloaded on your BlackBerry and accesses the Web by a cellphone connection. When you run your BlackBerry on BlackBerry Enterpriser Server (BES; see Chapter 1 for BES info), the application is called *BlackBerry Browser*; otherwise, it's called *Internet Browser*. We just use *Browser* to make things easier.

DropBooks

Small screen, small images

Like other similar devices, the BlackBerry has limited screen real estate and should not be compared with personal computers in terms of a Web-browsing experience. The screen is just too small to accommodate a normal Web page. Also, remember that your connection is through a cell-phone network, so your connection speed varies from location to location. Although cellphone networks are slowly catching up in providing broadband speed, they are still not as speedy as a Wi-Fi or cable connection. Pictures and images won't look the same, and pages might take longer to load depending on the size of the Web page. The good news is that you don't have to endure nasty pop-ups. Still, despite this limited capacity (compared with a traditional Web browser), when you really need information and you're away from a computer, your BlackBerry is there for you.

The BlackBerry supports two browsers: one that's connected to your BES server and one that goes directly to your service provider's network. If you are a corporate BlackBerry user, your company administrator might turn off or not install the browser provided by the network service provider. The browser that comes with your network service provider might be called by its brand name.

The following sections get you started using Browser. After you get your feet wet, we promise that you'll be chomping at the bit to find out more!

Accessing Browser

Browser is one of the main applications of your device, with its Globe icon visible right on the Home screen, as shown in Figure 10-1. In most cases, you open Browser by scrolling to this icon and then pressing the trackball.

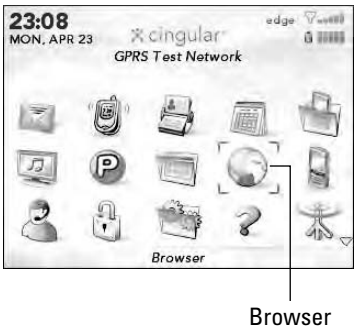


Figure 10-1: You can open Browser from the Home screen.

DropBooks

If Browser is your default browser, you can access it from the any application that distinguishes a Web address. For example, from Address Book, you can open Browser by opening the link on the Web Page field. If you get an e-mail containing a Web address, just scroll to that link. The link is highlighted, and you can open the page by pressing the trackball.



When you access Browser from another application, you don't have to close that application to jump to Browser. Just press the Alt key (to the left of the Z key) and the escape key (to the right of the trackball) at the same time to bring up a pop-up screen with application icons. Use your trackball to highlight the Browser icon and then press the trackball to launch Browser.

By default, accessing Browser by clicking a Web address within another application opens the Web page associated with that address. (In Figure 10-2, we're opening Browser from the Messages application.) Opening Browser by clicking its icon on the Home screen gives you a list of bookmarks.

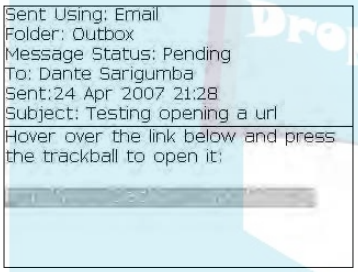

Sent Using: Email
Folder: Outbox
Message Status: Pending
To: Dante Sarigumba
Sent:24 Apr 2007 21:28
Subject: Testing opening a url
Hover over the link below and press the trackball to open it:

Figure 10-2: Open Browser from Messages.

If you haven't yet added bookmarks, the opening Browser screen looks like Figure 10-3. You can find out more about adding bookmarks later in this chapter.



Figure 10-3: Browser with the default empty Bookmarks screen.

DropBooks

Hitting the (air) waves

After you locate Browser, you're ready to surf the Web. Here's how:



1. **Open Browser.**

   More recent versions of the BlackBerry OS display your bookmarks when you open Browser; older versions display the home page.

2. **Press the menu key and then select Go To.**
3. **In the screen that appears, enter a Web address, as shown in Figure 10-4.**
4. **Select OK.**

   The Web page appears.



When you see a phone number or an e-mail address on a Web page, you can scroll to that information to highlight it. When the information is highlighted, pressing the trackball initiates a phone call or opens a new e-mail message (depending on which type of link you highlighted).

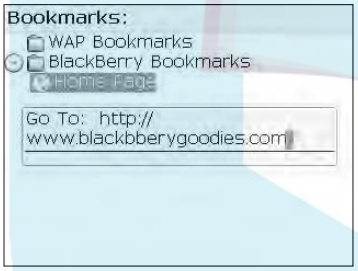


Figure 10-4: Opening a Web page is simple.

Navigating Web pages

Using Browser to navigate to a Web page is easy. Note that hyperlinks are highlighted on-screen. To jump to a particular hyperlink, scroll to the highlighted link and press the trackball.



Here are few shortcuts you can use while navigating a Web page:

- Quickly move up and down one full display page at a time by pressing 9 (down arrow) or 3 (up arrow).
- Quickly switch between full-screen mode and normal mode by pressing the exclamation point (!) key. Think of full-screen mode simply as another way to view the same Web page on your BlackBerry, but the BlackBerry doesn't show anything extra (for example, signals level) on the top portion of the display screen. Normal mode is what you get by default.

DropBooks

- To stop loading a page, press the escape key.
- After a page fully loads, go back to the previous page by pressing the escape key.

And don't forget the Browser menu (press the menu key). It has some useful shortcuts, as shown in Figure 10-5.

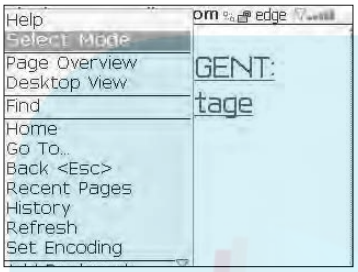


Figure 10-5: The Browser menu has lots of good stuff.

Here are the Browser menu options:

- **Page Overview:** Displays a compressed version of the Web page, allowing you to see the entire Web page by using fewer scrolls. The compressed version is also broken down into sections, where each section represents a single displayable page. You can use this feature to navigate quickly to the section of the Web page you want; then press the trackball while the section is highlighted to display that portion of the Web page.

  The Page Overview can differ depending on what type of view you are using in Browser. In the Desktop View, the compressed version of the Web page occupies the entire screen. In the Mobile View, the compressed version of the Web page is displayed in the right portion of the screen. The compressed version of the page is the only one active, meaning you can scroll up or down on this portion of the screen by using your trackball.

- **Desktop View:** Appears only if you are currently in the Mobile View. This view allows you to see the layout of the page as you would normally see it on your PC's Internet browser. Having a small screen, you can see only a portion of the Web page. To see the rest of it, you use the trackball to scroll left, right, up, and down.

- **Mobile View:** This is the default view and normally does not appear as a menu option. It shows up only if you are currently in the Desktop View. With this view, the Web page is displayed vertically, meaning a wide Web page wraps down and you can use the trackball to scroll up and down the page.

DropBooks

- **Find:** Finds text within the current page. Like any other basic Find tool, choosing this option displays a prompt to enter the text you want to find. After the initial search, a Find Next menu appears for finding the next matching text.
- **Copy:** This menu item appears if you have currently highlighted text. Selecting Copy will copy the highlighted text into memory so that you can use it later for pasting somewhere else, such as in your MemoPad.
- **Get Link:** This menu item appears if you have a currently highlighted link. Choosing this menu item opens that page of the link. *Hint:* The faster way to open a link is to press enter.
- **Home:** The shortcut to your home page. The default home page can vary from carrier to carrier, but you can change it by bringing up the Browser menu and choosing Options➪Browser Configuration. From there, you can change the Home Page Address field.
- **Go To:** Allows you to open a Web page by entering the Web address and pressing the trackball. As you enter more addresses, the ones you entered before are listed and stored for possible future use so that you don't have to type them again. To find out how to clear that list, see the "Cache operations" section.



- **Back <Esc>:** Goes back to the previous page you viewed.

  When you see <Esc>, you can achieve the same function by pressing the escape key.
- **Forward:** If you've gone back at least one Web page in your browsing travels, use Forward to progress one page at a time.
- **Recent Pages:** Browser can track up to 20 pages of Web addresses you've visited, which you can view on the History screen. From there, you can jump to any of those Web pages by highlighting the history page and pressing the enter key twice.
- **Refresh:** Updates the current page. This is helpful when you're viewing a page with data that changes frequently (such as stock quotes).
- **Set Encoding:** Specifies the encoding used in viewing a Web page. This is useful when viewing foreign languages that use different characters. Most of us don't have to deal with this and probably don't know what type of encoding a particular language could display.

When you try to open a Web page, indicators appear at the bottom of the screen that tell you the progress of your request. The left screen in Figure 10-6 shows that Browser is requesting a page. The right screen of Figure 10-6 shows that you've reached the page and that the page is still loading.

DropBooks

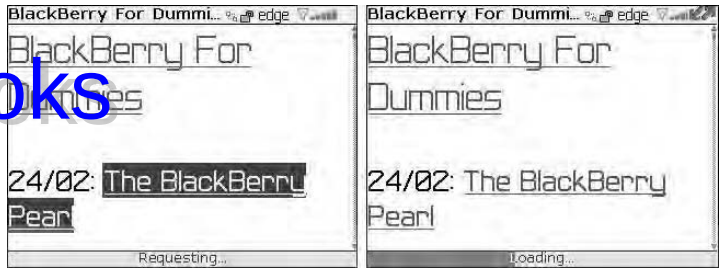


Figure 10-6: Requesting a page and then loading it.



At the upper-right corner of both screens in Figure 10-6 are several icons. The rightmost arrow icons appear only when Browser is actively processing data and is not waiting for a server response. The icon to the left of the arrows shows the strength of the network signals (it's the same signal indicator for phone and e-mail). The type of connection you currently have also appears; in Figure 10-6, the connection is EDGE. (Chapter 1 gives you the scoop on connection types.) Going to the left, the next icon (the lock) indicates whether you're at a secure Web page. In this case, it's a normal page. Whether a page is secure or not depends on the Web site you're visiting. If you're accessing banking information, you most likely see the secured icon (a closed lock). On the other hand, most informational pages need not be secure, so you see the unsecured icon (an open lock). *Hint:* The Web address of a secure page starts with `https` rather than `http`.



If you lose patience waiting for a page to load and want to browse somewhere else, press the escape key to stop the page from loading.

Saving a Web page address

Entering a Web address to view a page can get tedious. Fortunately, you can return to a page without manually entering the same address. While you're viewing a Web page, simply use the Browser menu (shown in Figure 10-7) to save that page's address.

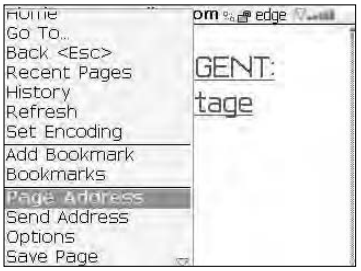


Figure 10-7: Use the Browser menu to save a Web page address.

DropBooks

You can save a Web page address in a couple of ways:

- **Page Address:** This option allows you to view the Web address of the current page through a pop-up screen, which presents you with two options. Copy Address saves the page's address on your BlackBerry's Clipboard and allows you to paste it somewhere else. Send Address presents you with another screen that allows you to choose whether to send the address by using e-mail, MMS, PIN, or SMS. If you select the Email option, the Messages Compose screen appears with the Web address pasted in the body of the e-mail. If you choose MMS, PIN, or SMS Text, you're taken to Address Book to select your recipient; the rest is the same as sending a regular MMS, PIN, or SMS text message. See Chapter 8 for more on sending e-mail messages and Chapter 9 for MMS, PIN, and SMS.
- **Save Page:** Use this option to save the Web address of the current page to Messages. A message appears with the Browser globe icon to indicate that it's a Web link, as shown in Figure 10-8. Scrolling to that entry and pressing the trackball launches Browser and opens the page for your viewing pleasure. Saving a page to your message list has a different purpose than bookmarking a page. When you save a page to your message list, you can mark the page as unread, like an e-mail message, to remind yourself to check back later.

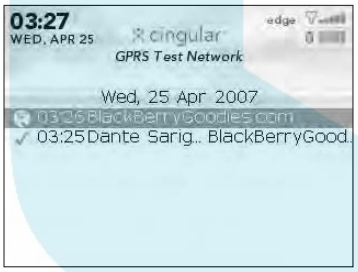


Figure 10-8: Save a Web page link in Messages.

Note: When you do not have network coverage and you try to access a Web page, you're prompted to save your request. When you do, your request is automatically saved in the message list. When you do have coverage later, you can open the same Web page from the message list, with the content loaded already!



Pressing a letter key while a menu appears selects the first menu item that starts with that letter. Pressing the same letter again selects the next menu item that starts with that letter.

DropBooks

Changing your Home screen background

This is a neat trick. You can use an image that you have saved on your pictures list as the background on your Home screen. Here's how:

1. **From the Home screen, select the Media icon, and then select Pictures.**

   The Pictures application opens.

2. **Scroll to and select the image you want to set as your background.**

3. **Press the menu key and then select Set As Home Screen Image.**

Sending an address by e-mail

You can send a Web address to any recipient via an e-mail by using the Page Address option in the Browser menu. For a more *direct* way, simply select Send Address from the Browser menu while the Web page is displayed. If you know right away that you're going to send an address to someone, use the more direct method. It saves you a couple of clicks.

Saving Web images

If you have a BlackBerry with a color screen, you can view and save pictures or images from a Web page. You can save images of JPEG, PNG, GIF, and BMP formats. Any saved image is kept in the Pictures application, which enables you to view it later, even when you are out of coverage. To save it from the Web page, click the image you want to save and then select Save Image from the menu that appears.

Bookmarking Your Favorite Sites

You don't have to memorize each address of your favorite sites. BlackBerry Browser allows you to keep a list of sites you want to revisit. In other words, make a *bookmark* so you can come back to a site quickly.

Adding a bookmark

On the page you want to bookmark, select Add Bookmark from the Browser menu. Remember that the menu is always accessible by pressing the menu key. Enter the name of the bookmark and then select the folder where you want to

DropBooks

save the bookmark in the Bookmark dialog box (as shown in Figure 10-9). The default folder is BlackBerry Bookmarks, but you can save the bookmark in folders that you create. To see how to create a bookmark folder, skip to the section, "Adding a bookmark subfolder."

The next time you want to go to a bookmarked page, return to the Bookmarks screen by choosing Bookmarks from the Browser menu. From this screen, you can find all the pages you bookmarked. Just highlight the name of the bookmark and press the enter key to open that page.



Figure 10-9: Specify the name and the folder in which to store the bookmark.

Available offline

The Add Bookmark dialog box includes an Available Offline check box, which you might be wondering about. If that check box is checked, you not only save a page as a bookmark, you are also caching it so you can view it even when out of network coverage (like when you're stuck deep in a mountain cave). So next time you click the bookmark, that page comes up very fast.

We recommend that you make bookmarks to search engines (such as Google) available offline because the content of the initial search page is not likely to change from day to day.



If you're working with version 3.8 or later of the BlackBerry OS, the Bookmarks screen appears by default when you open Browser.

Modifying a bookmark

Changing a bookmark is a snap:

1. **Go to the Bookmarks screen.**

   To open the Bookmarks screen, select Bookmarks from the Browser menu.

2. **Highlight the name of the bookmark you want to modify, press the menu key, and then select Edit Bookmark.**

DropBooks

3. **On the screen that follows, you can edit the existing name, or the address the bookmark is pointing to, or both.**
4. **Select Accept to save your changes.**

Organizing your bookmarks

Over time, the number of your bookmarks will grow, and having a tiny display screen can make it tough to find a certain site. To mitigate this problem, organize your bookmarks by using folders. For example, you can group related sites in a folder, and each folder can have one or more folders inside it (subfolders). Having a folder hierarchy narrows your search and allows you to easily find a site.

Adding a bookmark subfolder

Unfortunately, you can only add subfolders to folders that are already listed on the Bookmark page. Nevertheless, you can still get organized by using subfolders.

Suppose that you want to add a subfolder called Favorites within your BlackBerry Bookmarks folder. Here are the quick and easy steps:

1. **On the Bookmarks screen, highlight BlackBerry Bookmarks.**

   The initial folder you highlight is the parent of the new subfolder. So in this case, the BlackBerry Bookmarks folder will contain the Favorites subfolder.

2. **Press the menu key and then select Add Subfolder, as shown in Figure 10-10.**

   You see a dialog box where you can enter the name of the folder.

3. **Enter the name of the folder (as shown in Figure 10-11) and use the trackball to select OK.**

   We named our folder *Favorites.* The Favorites folder appears on the Bookmarks screen (as in Figure 10-12), bearing a folder icon.

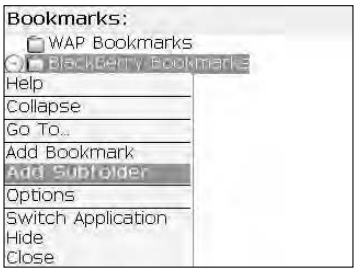


Figure 10-10: Add a folder here.

DropBooks

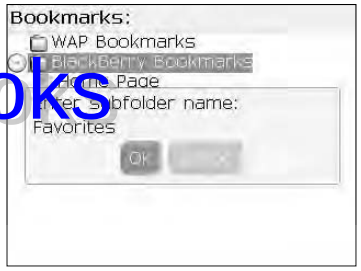


Figure 10-11: Enter a folder name for your bookmarks.



Figure 10-12: The Bookmarks screen showing the Favorites folder you just added.

Renaming a bookmark folder

Renaming a bookmark folder is as easy as editing a bookmark. On the Bookmarks screen, highlight the name of the folder, press the menu key, and select Rename Folder from the menu that appears. On the screen that follows, you can edit the name of the folder. After renaming, use the trackball to select OK to save your changes.

Moving your bookmarks

If you keep going astray looking for a bookmark that you think exists in a particular folder but is instead in another, move that bookmark where it belongs:

1. **Highlight the bookmark, press the menu key, and select Move Bookmark.**
2. **Use the trackball to move the bookmark to the location in the list where you want it to appear.**
3. **After you find the right location, press the trackball.**

   Your bookmark is in its new home.

Cleaning up your bookmarks

Cleaning up your bookmarks list can help you keep organized. On the Bookmarks screen, highlight the name of the bookmark you want to delete, press the menu key, and select Delete from the menu that appears.



You can clean up bookmarks wholesale by deleting an entire folder. However, if you delete a folder, you delete the contents of that folder as well, so purge with caution.

DropBooks

Browser Options and Optimization Techniques

On the latest version of BlackBerry OS (version 4.2, as of this writing), you may find that Web browsing is slow because Research In Motion (RIM) added many improvements to the application. That sounds like an oxymoron — slow is an improvement? Hold on a second so we can explain.

From version 4.0 and later, Browser supports much better HTML (HyperText Markup Language) tables, JavaScript, and Cascading Style Sheets. It also supports more image formats. With every new feature RIM adds, more processing time is required, which can result in performance degradation. To compensate for this slowdown, RIM allows you to control which features are active through the Browser Options screen, which is accessible via the Browser menu. (Just press the trackball to open the menu and select Options.) If you still feel speed-greedy after adjusting the options, see the upcoming sidebar, "Speeding up browsing."

The Browser Options screen offers three main categories to choose from, as shown in Figure 10-13.

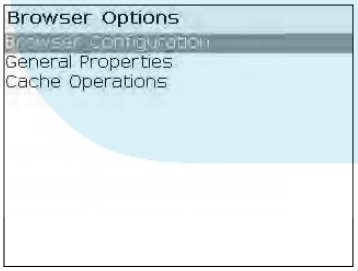


Figure 10-13: The Browser Options screen.

Configuring Browser

You can define browser-specific settings from the Browser Configuration screen, which you access from the Browser Options screen. The list of customization items you can amend (shown in Figure 10-14) are as follows:

DropBooks

- **Support JavaScript.** A Web page might not behave normally when this option is off.
- **Enable or suppress of JavaScript pop-ups.**
- **Support of Cascading Style Sheets.**
- **Use of foreground and background colors.**
- **Use of background images.**
- **Support of embedded media such as SVG.** SVG stands for *scalable vector graphics.* Think of it as Flash for mobile devices such as the BlackBerry. SVG can be a still image or an animated one.
- **Support of stylesheets.**
- **Set the content mode you want viewed to WML, or HTML, or both.** Think of *WML pages* as Web pages made just for mobile devices such as the BlackBerry. We recommend that you leave this as WML or both. Browser supports other variants of HTML such as cHTML and xHTML, but selecting HTML covers cHTML and xHTML as well.
- **Control the display of images depending on the content mode.**
- **Turn on and off the display of image placeholders if you opt to not display images.**
- **Specify which browser type your browser emulates.** The default is BlackBerry, but Browser can emulate Microsoft Internet Explorer, Openwave (WAP), Openwave Gateway, Microsoft Pocket IE, or Netscape. We don't see much difference in their behavior, so we recommend that you stick with the default BlackBerry mode.
- **Set your starting page when you open Browser.**
- **Set your home page.**

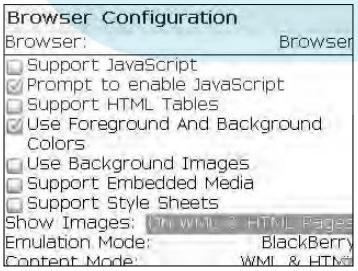


Figure 10-14: The Browser Configuration screen.

General Browser properties

The General Properties screen has the same function as the Browser Configuration screen (see the preceding section) in that you can customize

DropBooks

some behaviors of Browser. This screen, however, is geared more toward the features of the Browser content. As shown in Figure 10-15, you can configure or turn on and off more features.

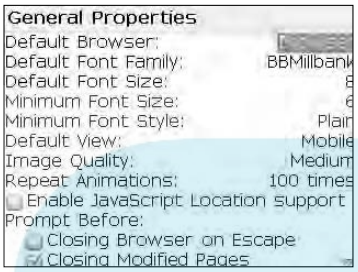


Figure 10-15: The General Properties screen.

From this screen, you use the Space key to change the value of a field. You can configure the following features by selecting from the provided choices:

- **Set the default browser.**
- **Change the default font and font size.** You can change these settings by first highlighting them one at a time, then pressing the trackball, and then making a selection.
- **Set the default view.** You can toggle the default view between Mobile and Desktop. Desktop makes Browser display the page in a layout you normally see in your PC's Internet browser. You use the trackball to scroll left, right, up, and down. Mobile view wraps all Web page elements vertically, and navigation is just scrolling up and down by using the trackball.
- **Set the quality of images.** The higher the quality, the slower the page loads. The default quality is medium. You have three options; low, medium, or high.
- **Set the number of times an animation repeats.** The default is 100 but you can change this setting to Never, Once, 10, 100, or as many as the image specifies.
- **Enable or disable prompting when closing the browser.** You can be notified before you do the following actions as a precaution:
  - *Closing Browser on Escape:* Notified right before you exit BlackBerry Browser.
  - *Closing Modified Pages:* Notified right before you exit a modified Web page (for example, some type of online form you fill out).
  - *Running WML Scripts:* Notified right before a WML script runs.
- **Support of HTML tables.** A page with HTML tables might look different when this is disabled.



DropBooks

Speeding up browsing

On a wireless network, many factors can affect the speed with which Web pages display. If you find that browsing the Web is extremely slow, you can make your pages load faster in exchange for not using a few features. Here are some of the techniques you can use:

- **Don't display images.** You can see a big performance improvement by turning off the display of images. From the Browser menu, select Browser Options➪Browser Configuration, scroll to Show Images, and change the value to No.
- **Make sure your BlackBerry is not low on or out of memory.** When your BlackBerry's memory is very low, its performance degrades. The BlackBerry low-memory manager calls each application every now and then, telling each one to free up resources.

  Hint #1: Don't leave many e-mail messages unread. When the low-memory manager kicks in, Messages tries to delete old messages, but it can't delete those that are unread.

  Hint #2: You can also clean up the BlackBerry event log to free up needed space. Enter the letters **LGLG** while holding the shift key. This brings up an event log, where you can clear events to free up memory.
- **Turn off other features.** If you're mostly interested in viewing content, consider turning off features that pertain to how the content is processed, such as Support HTML Tables, Use Background Images, Support JavaScript, Allow JavaScript Popups, and Support Style Sheets. To turn off other browser features, navigate to Browser Options➪General Properties.

  Warning: We don't advise turning off features while performing an important task such as online banking. If you do, you might not be able to perform some of the actions on the page. For example, the Submit button might not work.

Cache operations

At any given time, your BlackBerry uses a few cache mechanisms. A *cache* temporarily stores information used by Browser so that the next time the info is needed, Browser doesn't have to go back to the source Web site. The cache can speed up displays when you want to view the Web page again and is also useful when you're suddenly out of network coverage. When you visit a site that uses *cookies* (think of a cookie as a piece of text that a Web site created and placed in your BlackBerry's memory to remember something about you), Browser caches that cookie.

Browser also caches pages and content so that you can view them offline — which is handy when you're out of range. Some content publishers have services that push content to BlackBerry devices. If you subscribed to this

DropBooks

service, your device will have Web pages stored in the cache. Also, the addresses of the pages that you visited (or your latest 20 in your history list) comprise a cache. The Cache Operations screen, shown in Figure 10-16, allows you to manually clean your cache.

The size for each type of cache is displayed on this screen. If the cache has content, you also see the Clear button, which you can use to clear the specified cache type. This is true for all types of cache except for history, which has its own Clear History button. There are four types of cache:

- **Content Cache:** Any offline content. You might want to clear this out whenever you're running out of space on your BlackBerry and need to free some memory. Or maybe you're tired of viewing old content or tired of pressing the Refresh option.
- **Push Content:** Any content that was pushed to your BlackBerry from Push Services subscriptions. You might want to clear this out to free memory on your BlackBerry.
- **Cookie Cache:** Any cookies stored on your BlackBerry. You might want to clear this out for security's sake. Sometimes you don't want a Web site to remember you.
- **History:** This is the list of sites you've visited by using the Go To function. You might want to clear this for the sake of security if you don't want other people knowing which Web sites you're visiting on your BlackBerry.

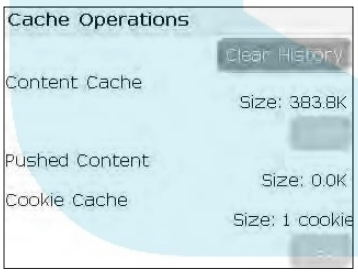


Figure 10-16: The Cache Operations screen.

Installing and Uninstalling Applications from the Web

You can download and install applications on your BlackBerry by using Browser, providing that whoever published the application on the Web has a link that enables you to download the appropriate files and install them. The downloading and installing part is easy — just click the link from Browser, and it displays a simple prompt that looks like the screen shown in Figure 10-17. Click the Download button to start the download.

DropBooks



Figure 10-17: A typical page letting you download an application on your BlackBerry.

As long as you stay within network coverage while the download is progressing, your BlackBerry can finish the download *and* install the application for you. If it finishes without any problems, you see a screen similar to Figure 10-18.

As with a desktop computer, the download might or might not work for a variety of reasons. Sometimes the application requires that you install libraries, and sometimes the application works only on a certain version of the BlackBerry OS. These issues can be prevented, depending on the sophistication of the site where the link is published. With most reputable sources, these issues are considered — and successful downloading and installation is a snap.



Installing applications from nonreputable sources can cause your BlackBerry to become unstable. Before you download an application from the Web, be sure to read reviews about that particular application. Most of the time, other people who tried the software provide reviews or feedback. Don't be the first to write the bad review!



You BES administrator can disable the feature in your BlackBerry to download and install an application. This is mostly the case for a company-issued device. If you have problems downloading and installing an application, check your company policy or contact the BlackBerry support person in your company.

If you download an application that turns out to be a dud, you need to uninstall it. See Chapter 17 for more on uninstalling an application from your BlackBerry.

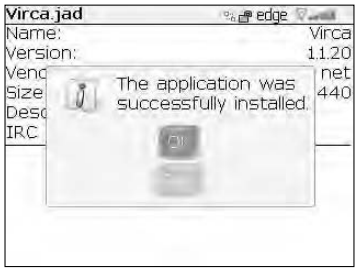


Figure 10-18: The download and installation was completed.

DropBooks

Browser's Behavior in an Enterprise Environment

Getting a device from your employer has both a good and an ugly side. On the good side, your company foots the bill. On the bad side, your company foots the bill. Because your company pays for the bill, the company has a say in what you can and can't do with your BlackBerry device. This is especially true with respect to browsing the Web.

Depending on your company's policy, you might or might not get a browser that comes with the network service provider. Two scenarios come into play when it comes to your browser. In an Enterprise environment, a browser might be running under your company's BlackBerry Enterprise Server (BES). With this setup, your BlackBerry Browser is connecting to the Internet by using your company's Internet connection. It's like using your desktop machine at work.

The second scenario is where your browser is connected not to your company's BES but through a network service provider. Most of the time, a provider has a version of the browser branded to its name. In most cases, your device fits in only one scenario, which is the case where your browser is connected through your company's BES server. Some lucky folks might have both. Whatever scenario you're in, the following sections describe the major differences between the two and what you can expect.

Using Browser on your company's BES

In an Enterprise setup, your BlackBerry Browser is connected through your company's BES server. With this setup, the browser is actually named *BlackBerry Browser*. BES is located inside your company's intranet. This setup allows the company to better manage the privileges and the functions you can use on your device.

For the BlackBerry Browser application, this setup allows the company to use the existing Internet infrastructure, including the company's firewall. Because you are within the company's network, the boundaries that your network administrator set up on your account apply to your BlackBerry as well. For example, when browsing the Web, your BlackBerry won't display any Web sites that are blocked by your company's proxy server. The good thing, though, is that you can browse by using the company's intranet.



Pay attention to your company's Web browsing policy. Most companies keep logs of the sites you view on your browser and might even have software to monitor usage.

Also, if your company's proxy settings don't allow downloading from the Web, your device can't download and install anything coming from the Web.

DropBooks

Remember that installation of software into your device depends not only on your download privileges but also on the IT policy and software configuration assigned to your ID on the BES console by your company's BES administrator.

Using your network provider's browser

Any new device coming from a network service provider can come with its own branded Web browser. It's the same BlackBerry Browser, but the behavior might differ from the standard one. For one, the name is different, and the default home page usually points to the provider's Web site. This is not necessarily a bad thing. Most of the time, the network provider's Web site is also rich with links that you might not find on RIM's portal. But this is just a minor difference. The major difference is that because this browser is not on your company's BES but on your provider's network, you have more freedom on what sites to browse. You're not limited by your company's policy on browsing. In this case, privacy is king.

Most of the time, if your browser is through BES, surfing the Web is much faster. This is not true in all cases, however, because the network bandwidth of your BES affects the speed.

Setting the default browser

If you have two Web browsers on your device, you have the option to set the default browser. This comes into play when you view a Web address by using a link outside the browser application. For example, when you view a contact with a Web page in Address Book, the Address Book menu contains a Get Link option. Clicking Get Link launches the default browser.

To set up the default browser, from the Home screen, navigate to Settings➪Options➪Advanced Options➪Browser. (If you have a Pearl, the Settings option is located in Tools.) Use the Space key to change the value of the default browser. Figure 10-19 shows the Browser Settings screen with the default browser selected.

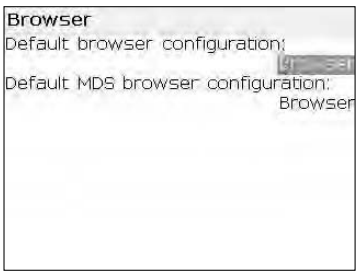


Figure 10-19: Use the Space key to change the value of the default browser.

DropBooks

Chapter 11

Calling Your Favorite Person

In This Chapter

- Accessing the BlackBerry Phone application
- Making and receiving calls
- Managing your calls with call forwarding and more
- Customizing your BlackBerry Phone setup
- Conferencing with more than one person
- Talking hands free on your BlackBerry phone
- Multitasking with your BlackBerry phone

The BlackBerry phone operates no differently than any other phone you've used. So why bother with this chapter? Although your BlackBerry phone operates like any other phone you've used, it has capabilities that far outreach those of your run-of-the-mill cellphone. For example, when was the last time your phone was connected to your to-do list? Have you ever received an e-mail and placed a call directly from that e-mail? We didn't think so. But with your BlackBerry, you can do all these things and more.

In this chapter, we first cover phone basics and then show you some of the neat ways BlackBerry Phone intertwines with other BlackBerry applications and functions.

Using the BlackBerry Phone Application

Accessing the Phone application from the BlackBerry is a snap. You can press the green send button located right below the display screen to get into the Phone application.

You can get to the Phone application also by pressing any of the numeric keys. To do this, however, you have to make sure that the Dial from Home Screen option is enabled in Phone Options. If you're a frequent phone user, we recommend that you enable this option.



DropBooks

On a BlackBerry Pearl, you don't need to go through the following steps. Because Pearl is designed for heavy phone use, Dial from Home Screen isn't an option.

To enable dialing from the Home screen:



1. **From the Home screen, select the Phone application.**

   Phone opens, showing the dial screen as well as your call history list.

2. **Press the menu key and then select the options (wrench) icon.**
3. **Select General Options.**
4. **Highlight the Dial from Home Screen option, press the trackball, and then select Yes from the drop-down list.**

   This enables you to make a phone call by pressing the numeric keys when at the Home screen.

5. **Press the menu key and then select Save.**



Throughout this section, we assume that you have Dial from Home Screen enabled if you're using a non-SureType model.

Making and Receiving Calls

The folks at RIM have created an intuitive user interface to all the essential Phone features, including making and receiving calls.

Making a call

To make a call, start from the Home screen and type the phone number you want to dial. As soon as you start typing numbers, the Phone application opens. When you finish typing the destination number, press the green send key.

Calling from Address Book

Because you can't possibly remember all your friends' and colleagues' phone numbers, calling from Address Book is convenient and useful. To call from Address Book, follow these steps:

1. **Open the Phone application.**
2. **Press the menu key.**

   The Phone menu appears, as shown in Figure 11-1.

3. **Select Call from Address Book.**

DropBooks

Address Book opens. From here, you can search as usual for the contact you'd like to call.

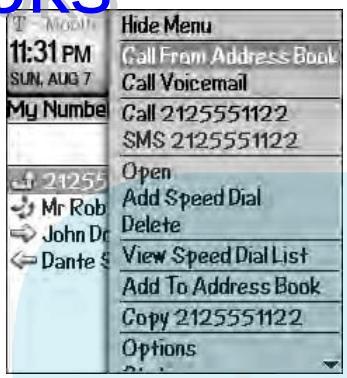


Figure 11-1: The Phone menu.

4. **From Address Book, highlight your call recipient, press the trackball, and then select Call.**

   This makes the call.



Dialing letters

One of the nice features of BlackBerry Phone is that you can dial letters, and BlackBerry will figure out the corresponding number. For example, to dial 1-800-11-LEARN, do the following on your BlackBerry:

1. **From the Home screen or the Phone application, dial 1-8-0-0-1-1.**

   As you type the first number, the Phone application opens (if it isn't open already) and displays the numbers you dialed.

2. **Press and hold the Alt key and then dial (press) L-E-A-R-N.**

   The letters appear on-screen as you type.

3. **Press the green send key.**

   The call is initiated.

Receiving a call

Receiving a call on your BlackBerry is even easier than making a call. You can receive calls in a couple of ways. One is by using your BlackBerry's automated answering feature, and the other is by answering manually.

Automated answering is triggered whenever you take your BlackBerry out of your holster; in other words, just taking out the BlackBerry forces it to automatically

DropBooks

pick up any call, so you can start talking right away. The disadvantage of this is that you don't have time to see who is calling you (on your Caller ID).

Note: To disable auto-answering, be sure your BlackBerry isn't in its holster when an incoming call arrives.

What's the advantage of disabling auto-answering? Well, manual answering prompts you to answer a call or ignore a call when you receive an incoming call, as shown in Figure 11-2. This way, you can see on your Caller ID who is calling you before you decide to pick up or ignore the call.

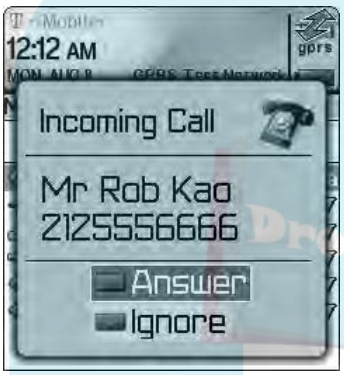


Figure 11-2: Answer or ignore with manual answering.

Phone Options While on a Call

When you're on the phone, situations might arise where you'd want to mute your conversation or change the call volume. No problem. BlackBerry makes such adjustments easy.

Muting your call

You might want to use the mute feature while on a conference call (see the upcoming section, "Arranging Conference Calls") when you don't need to speak but do need to hear what is being discussed. Maybe you're on the bus or have kids in the background, making your surroundings noisy. By using mute, these background noises are filtered out from the conference call.

To mute your call. follow these steps:

1. **While in a conversation, press the menu key.**

   The Phone menu appears in all its glory.

DropBooks

2. **Select Mute.**

   You will hear a tone sound, indicating that your call is on mute.

To un-mute your call:

1. **While a call is on mute, press the menu key.**

   The Phone menu makes another appearance.

2. **Select Turn Mute Off.**

   You will hear a tone sound, indicating that your call is now un-muted.

Placing your call on hold

Unlike muting a call, placing a call on hold prohibits both you and your caller from hearing one another. To put a conversation on hold:

1. **While in a conversation, press the trackball.**

   The Phone menu appears yet again.

2. **Scroll to Hold and press the trackball.**

   Your call is now on hold.

To un-hold your call:

1. **While a call is on hold, press the trackball.**

   A new menu appears.

2. **Scroll to Resume and press the trackball.**

   You can continue your conversation again.

Adjusting the call volume

Adjusting the call volume, a simple yet important action on your BlackBerry phone, can be performed by simply pressing the volume up or down key on the side of your BlackBerry.

Customizing the BlackBerry Phone

For your BlackBerry Phone to work the way you like, you have to first set it up the way you want it. In this section, we go through some settings that can make you the master of your BlackBerry Phone.

DropBooks

Setting up your voice mail number

This section shows you how to set up your voice mail access number. Unfortunately, the instructions for setting up your voice mailbox vary, depending on your service provider. However, most service providers are more than happy to walk you through the steps to get your mailbox set up in a jiffy.

To set up your voice mail access number:

1. **Open the Phone application.**
2. **Press the menu key and then select the options (wrench) icon.**

   A list of phone options appears.
3. **Select Voice Mail.**

   This opens the voice mail configuration screen.
4. **Scroll to access the number field and enter your voice mail access number.**

   If this field is empty and you don't know this number, contact your service provider and ask for your voice mail access number.
5. **Press the menu key and then select Save.**



Using call forwarding

On the BlackBerry, you have two types of call forwarding:

- **Forward all calls:** Any calls to your BlackBerry are forwarded to the number you designate. Another name for this feature is *unconditional forwarding*.
- **Forward unanswered calls:** Calls that meet different types of conditions are forwarded to different numbers as follows.

  - **If busy:** You don't have call waiting turned on, and you're on the phone.
  - **If no answer:** You don't hear your phone ring or somehow are unable to pick up your phone (perhaps you're in a meeting).
  - **If unreachable:** You're out of network coverage and cannot receive any signals.

Out of the box, your BlackBerry forwards any unanswered calls, regardless of conditions, to your voice mail number by default. However, you can add new numbers to forward a call to.

DropBooks

You need to be within network coverage before can you change your call forwarding option. After you're within network coverage, you can change your call forwarding settings by doing the following:

1. **Open the Phone application, press the menu key, and select Options.**

   A list of phone options appears.

2. **Select Call Forwarding.**

   Your BlackBerry now attempts to connect to the server. If successful, you'll see the Call Forwarding screen.

   If you don't see the Call Forwarding screen, wait until you have network coverage and try again.

3. **From the Call Forwarding screen, press the menu key and then select Edit Numbers.**

   A list of numbers appears. If this is the first time you're setting call forwarding, mostly likely only your voice mail number is on this list.

4. **To add a new forwarding number, press the menu key and then select New Number.**

   A pop-up menu appears, prompting you to enter the new forwarding number.

5. **In the pop-up window, enter the number you want to forward to and then press the trackball.**

   The new number you entered now appears on the call forward number list. You can add this new number to any call forwarding types or conditions.

6. **Press the escape key.**

   (The escape key is the arrow key to the right of the trackball.) You are returned to the Call Forwarding screen.

7. **Scroll to the If Unreachable field and press the trackball.**

   A drop-down menu appears, listing numbers from the call forwarding number list, including the one you just added.

8. **Select the number you want to forward to and then press the trackball.**

   Doing so places the selected number into the If Unreachable field. You can see this on the Call Forwarding screen.

9. **Confirm your changes by pressing the menu key and then selecting Save.**

DropBooks

Configuring speed dial

Speed dial is a convenient feature on any phone. And after you get used to having it on a phone system, it's hard not to use it on other phones, including your BlackBerry phone.

Viewing your speed dial list

To view your speed dial list:

1. **Open the Phone application.**
2. **Press the menu key and then select View Speed Dial List.**

   This displays a list of speed dial entries, as shown in Figure 11-3. If you haven't set up any speed dials, this list will be empty.

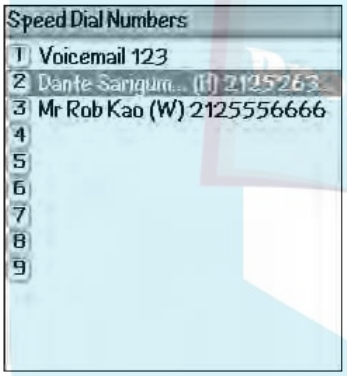


Figure 11-3: The speed dial list.

Adding a number to speed dial

Setting up speed dial numbers is as easy as using them. It takes a few seconds to set them up, but you benefit every time you use this feature.

To assign a number to a speed dial slot, follow these steps:

1. **Open the Phone application.**
2. **Press the menu key, select Options, and then select View Speed Dial List.**

   This displays your list of speed dial numbers .

3. **Scroll to an empty speed dial slot, press the menu key, and then select New Speed Dial.**

   The BlackBerry Address Book appears so you can select a contact's phone number.

DropBooks

4. **Select a contact, and then press the trackball.**

   The number appears in the speed dial list.

If more than one number is associated with the selected contact in Address Book, you're prompted to select which number to add to the speed dial list.

Using speed dial

After you have a few speed dial entries set up, you can start using them. While on the Home screen or in the Phone application, press a speed dial key. The call is initiated to the number associated with that particular speed dial key.

Arranging Conference Calls

To have two or more people on the phone with you — the infamous conference call — do the following:

1. **Use the Phone application to place a call to the first participant.**
2. **While the first participant is on the phone with you, press the menu key and then select New Call.**

   This automatically places the first call on hold and brings up a New Call screen, as shown in Figure 11-4, prompting you to place another call.



Figure 11-4: A meeting participant is on hold.

3. **Place a call to the second participant by dialing a number, pressing the trackball, and then selecting Call.**

   You can dial the number by using the number pad, or you can select a frequently dialed number from your call log. To place a call from your Address Book, press the trackball from the New Call screen and select Call from Address Book. Your BlackBerry then prompts you to select a contact to dial.

DropBooks

The call to the second meeting participant is just like any other phone call (except that the first participant is still on the other line).

While the second participant is on the phone with you, press the menu key and then select Join, as shown in Figure 11-5.

This reconnects the first participant back with you, along with the second participant. Now you can discuss away with both participants at the same time.



Figure 11-5: Join two people in a conference call.

Another name for having two people on the phone with you is *three-way calling,* which is not a new concept. If you want to chat with four people or even ten people on the phone at the same time, you certainly can. Simply repeat Steps 2 through 4 until all the participants are on the phone.

Talking privately to a conference participant

During a conference call, you might want to talk to one participant privately. This is called *splitting* your conference call. Here's how you do it:

1. **While on a conference call, press the menu key and then select Split.**

   A pop-up screen appears, listing all the participants of the conference call, as shown in Figure 11-6.

2. **From the pop-up screen, select the participant with whom you want to speak privately.**

   This action places all other participants on hold and connects you to the participant you selected. On the display screen, you can see to whom you are connected — this confirms that you selected the right person to chat with privately.

DropBooks

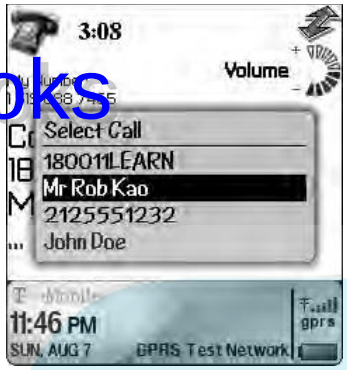


Figure 11-6: The conference call participants.

3. **To talk to all participants again, press the menu key and then select Join.**

   Doing so brings you back to the conference call with everyone.

Alternate between phone conversations

Whether you're in a private conversation during a conference call or you're talking to someone while you have someone else on hold, you can switch between the two conversations by swapping them. Follow these steps:

1. **While talking to someone with another person on hold, press the menu key and then select Swap.**

   Doing so switches you from the person with whom you're currently talking to the person who was on hold.

2. **Repeat Step 1 to go back to the original conversation.**

Dropping that meeting hugger

If you've been on conference calls, you can identify those chatty "meeting huggers" who have to say something about everything. Don't you wish that you could drop them off the call? Well, with your BlackBerry, you can (as long as you are the meeting moderator or the person who initiates the call).

1. **While on a conference call, press the menu key and then select Drop Call.**

   A pop-up screen appears, listing all conference call participants.

DropBooks

2. **Select the meeting hugger you want to drop.**

   That person is disconnected.

3. **Conversation can continue as usual.**

Communicating Hands Free

Because more and more places prohibit the use of mobile phones without a hands-free headset, we thought we'd go through the hands-free options you have on your BlackBerry.

Using the speaker phone

The Speaker Phone function is useful under certain situations, such as when you're in a room full of people who want to join in on your phone conversation. Or you might be all by your lonesome in your office but are stuck rooting through your files — hard to do with a BlackBerry scrunched up against your ear. (We call such moments *multitasking* — a concept so important we devote an entire upcoming section to it.)

To switch to the speaker phone while you're on a phone call, press the OP key or press the menu key and then select Activate Speaker Phone.

Pairing your BlackBerry with a Bluetooth headset

Because BlackBerries come with a wired hands-free headset, you can start using yours by simply plugging it into the headset jack on the left side of the BlackBerry. You adjust the volume of the headset by pressing up or down on the volume keys, the same as you would adjust the call volume without the headset.

Using the wired hands-free headset can help you avoid being a police target, but if you're multitasking on your BlackBerry, the wired headset can get in the way and become inconvenient.

This is where the whole Bluetooth wireless thing comes in. You can purchase a BlackBerry Bluetooth headset to go with your Bluetooth-enabled BlackBerry. For a list of BlackBerry-compatible Bluetooth headsets, see Chapter 20.

After you purchase a BlackBerry–compatible Bluetooth headset, you can pair it with your BlackBerry. Think of *pairing* a Bluetooth headset with your

DropBooks

BlackBerry as registering the headset with your BlackBerry so that it recognizes the headset.

First things first: You need to prep your headset for pairing. Now, each headset manufacturer has a different take on this, so you'll need to consult your headset documentation for details. With that out of the way, continue with the pairing as follows:

1. **From the Home screen, press the menu key and then select Bluetooth.**
2. **Press the menu key to display the Bluetooth menu.**

   You see the Enable Bluetooth option. If you see the Disable Bluetooth option instead, you can skip to Step 4.
3. **Scroll to Enable Bluetooth and then press the trackball.**

   This enables Bluetooth on your BlackBerry.
4. **Press the menu key to display the Bluetooth menu and then select Add Device.**

   You see the Searching for Devices progress bar, um, progressing, as shown in Figure 11-7 (left). When your BlackBerry discovers the headset, a Select Device dialog box appears with the name of the headset, as shown in Figure 11-7 (right).

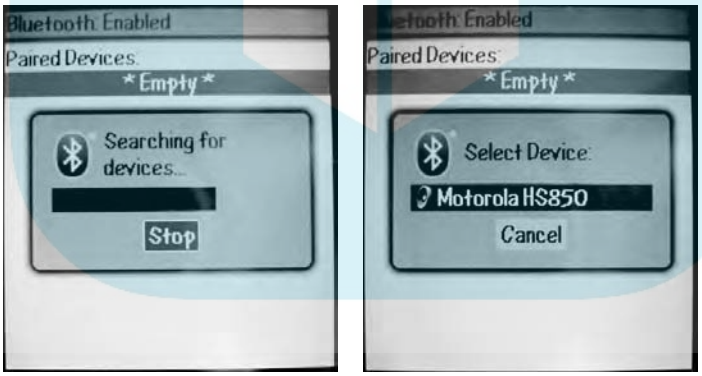


Figure 11-7: Searching for a headset (left). Success! A headset (right).

5. **From the Select Device dialog box, select the Bluetooth headset.**

   A dialog box appears to prompt you for a passkey code to the headset.
6. **Enter the passkey and press the trackball.**

   Normally, the passkey is 0000, but refer to your headset documentation. After you successfully enter the passkey, you see your headset listed in the Bluetooth setting.

DropBooks

7. **Press the menu key to display the Bluetooth menu and then select Connect.**

   Your BlackBerry now attempts to connect to the Bluetooth headset.

8. **When you see a screen similar to Figure 11-8, you can start using your Bluetooth headset.**

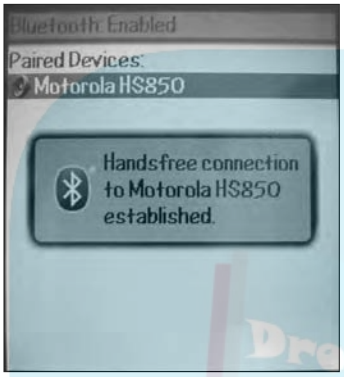


Figure 11-8: Now you can use your Bluetooth headset.

Using voice dialing

With your headset and the Voice Dialing application, you can truly be hands free from your BlackBerry. You may be thinking, how do I activate the Voice Dialing application without touching my BlackBerry? Good question. The majority of hands-free headsets (Bluetooth or not) come with a multipurpose button.



Usually, a multipurpose button on a hands-free headset can mute, end, and initiate a call. Refer to the operating manual of your hands-free headset for more info.

After your headset is active, press its multipurpose button to activate the Voice Dialing application. You will be greeted with a voice stating, "Say a command." At this point, simply say "Call *name of person* or *number*." The Voice Dialing application is good at recognizing the name of the person and the numbers you dictate. However, we strongly suggest that you try the voice dialing feature before you need it.

DropBooks

Multitasking While on the Phone

One of the great things about the BlackBerry is that you can use it for other tasks while you're on the phone. For example, you can take notes or make a to-do list. Or you can look up a phone number in the BlackBerry Address Book that your caller is asking you for. You can even compose an e-mail while on a call.

It makes sense to multitask while you're using a hands-free headset or a speaker phone. Otherwise, your face would be stuck to your BlackBerry, and you couldn't engage in your conversation and multitask at the same time.

After you have donned your hands-free headset or have turned on a speaker phone, you can start multitasking by doing the following:

1. **While in a conversation, from the Phone application, press the menu key and then select Home Screen.**

   Alternatively, you can simply press the escape key (the arrow key to the right of the trackball) while in the Phone application to return to your Home screen. This returns you to the Home screen without terminating your phone conversation.

2. **From the Home screen, you can start multitasking.**



Although you can compose e-mails during a phone conversation, you can't send the e-mail until you finish the phone conversation. In addition, you can't surf the Web while on the phone.

While on the phone and multitasking, however, you can still access the Phone menu from other applications. For example, from your to-do list, you can end a call or put a call on hold.

Taking notes while on the phone

To take notes of your call:

1. **During a phone conversation, press the menu key and then select Notes.**

   This displays the Notes screen.

2. **Type notes for the conversation, as shown in Figure 11-9.**

   When the call ends, the notes are automatically saved for you.

DropBooks

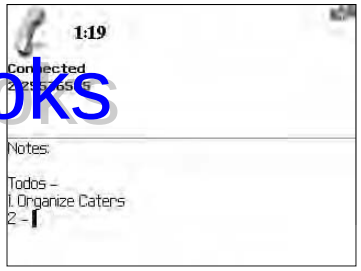


Figure 11-9: Take notes while on a phone call.

Accessing phone notes

From the call history list (see Figure 11-10), you can access notes that you've made during a call or a conference call. In addition, you can also edit and add new notes.

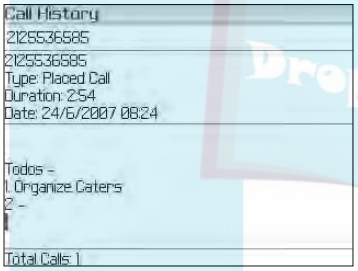


Figure 11-10: Call history, where you can see conversation notes.

Forwarding phone notes

You can forward your phone notes just like any e-mail. While in the Call History screen (refer to Figure 11-10), press the menu key and then select Forward.



You can add notes not only while you're on the phone but also afterwards. While you are viewing a call history, press the menu key. Then select Add Notes if there are no notes for the call, or select Edit Notes if you already have notes for the call.

DropBooks

Chapter 12

Photos on Your BlackBerry

In This Chapter

- Using the camera on the BlackBerry Pearl or Curve
- Saving, viewing, organizing, and sharing your photos
- Understanding memory limits

Pearl is the first BlackBerry with a built-in camera, a sleek-looking device that gains praise that traverses age boundaries. Suddenly, BlackBerry is no longer a handheld for stiff hardworking professionals. It's now cool enough for teenagers to chug along. Then here comes Curve, a merger between the size of Pearl and the QWERTY 8800 — and with the 2 megapixel camera, it's so tempting to renew that two-year plan.

If you are already holding a Pearl or Curve, this chapter is for you. So, hold your breath as we go to the depths on how you can take advantage of this great feature. This will be a fun chapter. Not only do we describe in great detail the features of your camera, we walk you through the steps in capturing that funny pose. Plus, we advance your knowledge of the tricks for taking the best shots and show you how to store those shots and share them with your buddies.

Are you holding a BlackBerry that doesn't have a camera? We're sad to say that this chapter is not for you. However, if you have pictures you want to store and view in your BlackBerry, check out Chapter 13, which describes working with media files, including a discussion of the Picture application.

Say Cheese

Before you ask someone to pose, let's examine your BlackBerry first. Your finger is not blocking the lens, check (the lens is located on the back side of your BlackBerry). The camera is active, check. It's not? You see the bottom key on the right side of your BlackBerry? That's the key to the kingdom; let's calls it the camera key. Press it and you'll see the Camera application. Alternatively, you can press the menu key from the Home screen and select Camera.

DropBooks

C'mon, try it! After the camera is active, you should see the image in the screen that the camera is going to capture. Pressing the camera key again will capture that image. Ready? Press the camera key. You should hear a funky sound emulating the shutter of a regular camera. Neat and easy, isn't it?

Hey, you can take a picture of yourself as well. Turn that BlackBerry back and you should see a mirror right below the lens. Whatever you see in that mirror is what the camera captures.

Itching to take more pictures? Hold those snapping fingers of yours. If you take a few moments first to familiarize yourself with the camera's features, the effort could go a long way.

The screen indicators

When you open the Camera application, the first thing you see is the screen shown in Figure 12-1. The top portion of this screen shows you the image you're about to capture. The bottom part contains icons (starting from the left) that indicate the number of pictures you can capture, focusing, and flash. Prepare to dissect.

Choosing the picture quality

BlackBerry Pearl can capture up to 1.3 megapixels and the Curve up to 2 megapixels of resolution. You probably don't need this much resolution because it also requires a bigger space to save your image. This is why your BlackBerry allows you to set three picture qualities: Normal, Fine, and SuperFine. The default setting is Normal, which is the lowest quality but gives you the largest number of pictures you can save — 200.

The trade-off with using Normal is that the picture quality won't be as smooth or fine compared to the Fine and SuperFine settings. You should choose a setting based on how you plan to use the picture. If you're taking a shot of a breathtaking landscape in which you want to capture every possible detail and print it later, you'll want the SuperFine setting. On the other hand, if you're just taking pictures of your friends' faces so you can attach them as Caller ID, Normal is appropriate.

Changing picture quality is a snap. Here's how:

1. **Open the Camera application.**
2. **Press the menu key and then select Options.**

DropBooks

3. **Highlight Picture Quality and then press the Space key.**

   Pressing the Space key toggles the picture quality value between Normal, Fine, and SuperFine. You may have to press the Space key twice to select the setting you want.

4. **Press the menu key and then select Save.**

   The picture quality you've chosen is now active.

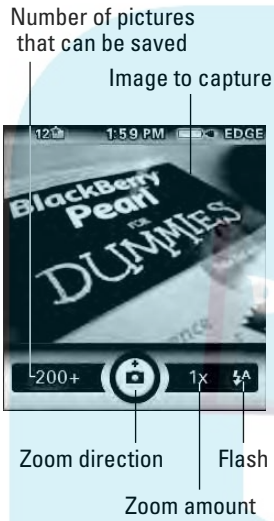


Figure 12-1: The camera screen ready to take pictures.

Zooming and focusing

Focus! We mean your camera. You need to be steady to get a good focus while taking the shots. Although it's convenient to use one hand while taking pictures, you would soon discover that most of the time you'll get a blurry image. Our advice is to use both hands, one holding the BlackBerry steady and the other clicking the button. This is even more important if you're zooming in. Yes, your camera is capable of up to 5x digital zoom. Use the trackball for this; scrolling up zooms in and scrolling down zooms out. While using the zoom, the value in the indicator changes from 1x, 2x, up to 5x and vice versa, depending on the direction of your scroll.



When zooming, your thumb is already on the trackball. What a convenient way to take the picture — just press.

DropBooks

Setting the flash

The rightmost indicator on the Camera screen is the flash. The default is Automatic, which shows an arrow with the letter *A*. Automatic means it detects the amount of light you have at the moment you capture the image. Where it's dark, the flash fires; otherwise it will not. You can also turn the flash on or off. When set to off, the arrow image is encircled with a diagonal line, just like you see on the Don't Walk traffic signal. You can toggle the settings in Camera's Options screen, which is accessible by pressing the menu key.

Working with Pictures

You've amassed pictures and you want to view, delete, or perhaps organize them. No problem.

Viewing

Viewing a picture is one of the common functions you're going to do with your camera. And it's also one of the default behaviors. After taking a picture, right then and there, the screen changes to view mode, allowing you to see the image you just captured, as shown in Figure 12-2. If you're browsing through your picture folders, you can view an individual picture by highlighting it and pressing the trackball.

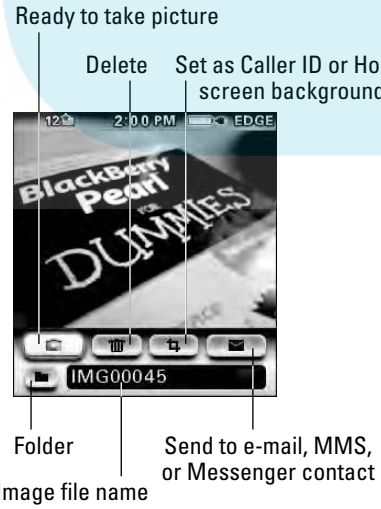


Figure 12-2: The Camera screen after taking a picture.

DropBooks

Creating a slide show

While viewing the list of pictures in a folder, press the menu key and select Slide Show. Voilà! Your BlackBerry displays your pictures one at a time at a regular time interval. The default interval between each picture is two seconds; if you're not happy with this interval, change it in the Options screen. Again, the Options screen is available by pressing the menu key and selecting Options.

Trashing

If you don't like the image you captured, you can delete it. Just highlight the picture you want trashed and press the Del key, and then select Delete from the confirmation screen that follows. Note that you can do the same right after taking the picture; just click the trash can icon (refer to Figure 12-2).

Listing file names versus thumbnails

The default setting when you open a folder packed with pictures is a listing of thumbnails, which is a small preview of your pictures. A preview is nice, but if you're trying to search for a picture file and know the file name, wouldn't it be nice if you just saw a listing of names instead of thumbnails? While you're in a folder, press the trackball and select View List. That's exactly what you get: a list of all the pictures in the folder. What's neat is that the option also displays the size of the file.

Picture properties

Curious about the amount of memory your picture is using? Or maybe you just want to know the time you took it. While highlighting the picture from a list or viewing it, press the menu key and select Properties. What you see next is a screen similar to Figure 12-3. This screen displays the location of your picture, the size of the file, and when it was last modified.



Figure 12-3: Your picture properties.

DropBooks

Organizing your pictures

You might be interested in putting some order into where your pictures are stored and how they are named. Organization is all about time and the best use of it. After all, you want to enjoy looking at your pictures — not looking for them. BlackBerry enables you to rename and move pictures to different folders. Plus, you can create folders too. With those capabilities, you should be on your way to organization nirvana.

Renaming a picture

While capturing a picture, the image is saved in your BlackBerry. However, the name of the picture is generic, something like IMG*xxxx,* where the *x* is a number. You should make it a habit to rename it as soon as you've finished capturing it. It is easier to recognize *Dean blows birthday candles* than *IMG0029.* Renaming is a snap. Here's how:

1. **While the picture is displayed on the screen or highlighted in the list, press the menu key and select Rename.**

   A Rename screen appears, as shown in Figure 12-4.

2. **Enter the name you want for this picture and then select OK.**

   Your picture is renamed.



Figure 12-4: Rename your picture here.

Creating a new folder

Being the organized person you are, you must be wondering about the folders we mentioned. Don't fret; it's simple to create one. Here's how:

1. **In the Camera screen, press the menu key and then select View Pictures.**

   The screen displays the list of pictures in the current folder and an Up icon for you to navigate up to the folder above this folder.

DropBooks

2. **Select the Up icon to navigate to the main folder where you want your new folder to be created.**

   You should be *within* the folder where you want your new folder to be created. If not, repeat this step and use your trackball to navigate to that folder.

3. **Press the menu key and then select New Folder.**
4. **Enter the name of the folder and then select OK.**

   Your folder is created.

Moving pictures

There are many reasons for moving pictures between folders. The most obvious reason is to organize your pictures. Want to try it? Follow these steps:

1. **In the Camera screen, press the menu key and then select View Pictures.**

   The screen displays the list of pictures in the current folder. If the picture you want to move is not in this folder, click the Up icon to navigate up to other folders.

2. **Highlight the picture you want to move, press the menu key, and then select Move.**

   The screen that follows allows you to navigate to the folder where you want to move this picture.

3. **Click the Up icon and use the trackball to navigate to the folder where you want to move this picture.**
4. **Press the menu key and then select Move Here.**

   Your picture is moved.

Sharing your pictures

There's no joy in taking great pictures if you're the only one seeing them, right? Your BlackBerry has several options for sharing your bundle of joy. Highlight one of those pictures, and then press the menu key. You should see the following options:

- **Send As Email:** This option goes directly to the compose e-mail screen, with the currently selected picture as an attachment.
- **Send to Messenger Contact:** This option displays a screen with a list of your BlackBerry Messenger contacts. This allows you to choose the contact to whom you want to send the selected picture.

DropBooks

- **Send As MMS:** Similar to Send As Email, this opens a compose MMS screen with the currently selected picture as an attachment. The only difference is that it will first display Address Book, letting you select the person's phone number to receive the MMS before proceeding to the compose screen.
- **Send Using Bluetooth:** This allows you to send the picture to any device that is capable of communicating through Bluetooth. See Chapter 14 for details on how to enable and pair Bluetooth devices.

Setting a picture as Caller ID

Wouldn't it be nice if when you received a call from someone, his or her picture appeared on the screen? Yup, you can do that. If you have the face of your buddy inside your BlackBerry, view it (see the previous section on viewing pictures), press the menu key, and select Set as Caller ID. (If you don't have pictures of your friends, now is the time to show off your gem and start clicking.)

Setting a Home screen image

Suppose you have a stunning picture that you want to use as the background image for your BlackBerry. Just view the picture (see the previous discussion on viewing pictures), press the menu key, and select Set as Home Screen Image. You can always reset the Home screen image by going back to the same menu screen and selecting Reset Home Screen Image.

Setting Camera Memory Options

The camera in your BlackBerry is a piece of hardware and a computer program. It is therefore within the bounds of your BlackBerry's available memory. As such, the good people at RIM incorporated some parameters that you can set so that you'll enjoy the use of your camera fully while not affecting other important features that share the same memory resource. Following are two important option settings you need to know:

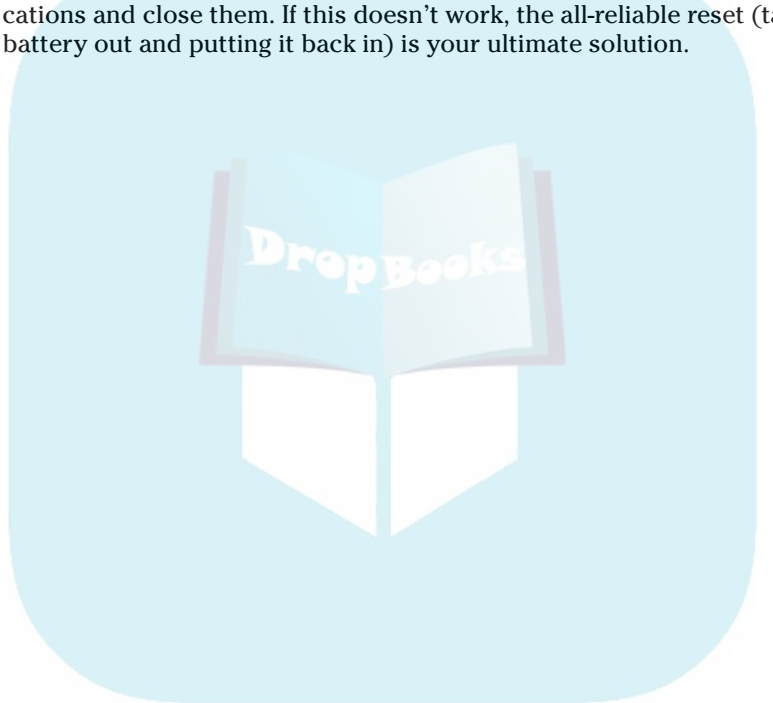
- **Device Memory Limit:** The amount of device memory your camera can use. The values are 12M, 15M, 20M, and 25M (1M is 1000K). To get a feel for how many pictures this is, look at the properties of an existing picture and note its file size.

DropBooks

- **Reserved Pictures Memory:** The amount of memory BlackBerry reserves for the camera to store pictures. Possible values are 0M, 2M, 5M, 8M, 10M, and 12M. This value can't be set greater than the Device Memory Limit.



If you open the Camera application and see "Could not start the camera. Close other applications and try opening the camera again," your BlackBerry is running out of memory for the camera to run smoothly. One solution is to follow what the message says. Press the Shift and the escape keys at the same time and a list of applications appears. (The escape key is to the right of the trackball and has the curving arrow symbol.) Go through these applications and close them. If this doesn't work, the all-reliable reset (taking the battery out and putting it back in) is your ultimate solution.



DropBooks

DropBooks

Chapter 13

Getting Entertained with BlackBerry Media Center

In This Chapter

- Listening to and viewing media
- Importing your PC media collection
- Downloading media

If there's a word to describe today's phone market trends, it's *convergence*. Your BlackBerry is one of the latest participants in this convergence race. We probably don't have to tell you this, but in addition to sending and receiving e-mail and being a phone, a camera (Curve and Pearl), and a PDA device, your BlackBerry is a portable media player. In the palm of your hand, you can listen to music, watch video clips, sample ring tones, and view pictures. These media capabilities are all bundled into an application with a name you would recognize even after sipping a couple of pints of strong ale — Media. This chapter is all about Media and how you can take advantage of its capabilities.

Accessing Media

To run Media, simply press the menu key from the Home screen and select Media. Or if you have Media chosen as one of the five applications you display in the Home screen, you can select it directly by clicking its icon.

Media is a collection of media types: Music, Video, Ringtones, and Pictures. And each one is represented with an icon upon opening Media, as shown in Figure 13-1. You don't need to be Einstein to figure out what each one of these media types is for. Ready to have some fun?

DropBooks

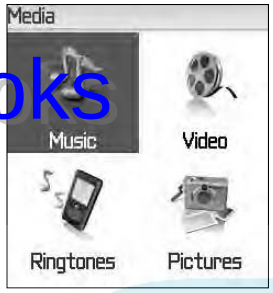


Figure 13-1: Explore Media here.

Folder navigation

Whether you want to play music, watch a video clip, test a ring tone, or view pictures from your BlackBerry, you have to navigate to the location of your media files. If you select one of the Media types (such as Pictures), it will display the locations where you can navigate. Media files are stored in three types of memory locations, namely Media Card, Device Memory, and Preloaded Media. You have the option to read and write to the Media Card and the Device Memory locations. The Preloaded Media location can be only read and not written to.

These memory locations are organized in folders, as shown in Figure 13-2. To navigate inside, simply select the folder. If a folder contains subfolders, keep opening folders until you find the files you want. To move back up the folder hierarchy, select Up.

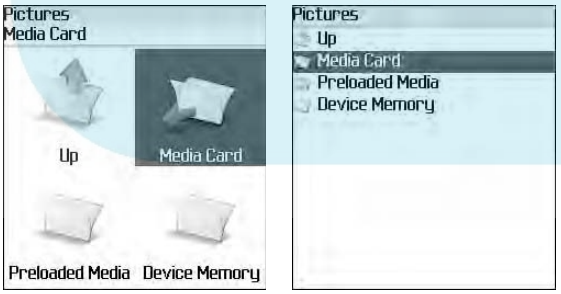


Figure 13-2: The folders to media files, with thumbnails view (left) and list view (right).

Let the music play

To play music on your BlackBerry, you don't need a quarter. Just select Music from the Media screen and a folder structure similar to the one shown on the right in Figure 13-2 appears, with Music as the heading of the screen rather than Pictures. Navigate through this folder structure to find the music file you want.

DropBooks

After you find the file, simply select it and it will begin playing, with a screen as shown in Figure 13-3. BlackBerry supports many music formats (with file extensions), including

- ACC: Audio compression formats AAC, AAC+, and EAAC+ (aac and m4a)
- AMR: Adaptive Multi Rate-Narrow Band (AMR-NB) speech coder standard (mmr and 3gp)
- MIDI: Polyphonic MIDI (mid, midi, and smf)
- MP3: MPEG Part 1 and Part 2 audio layer 3 (mp3 and mp4)
- WAV: Wave files (wav)

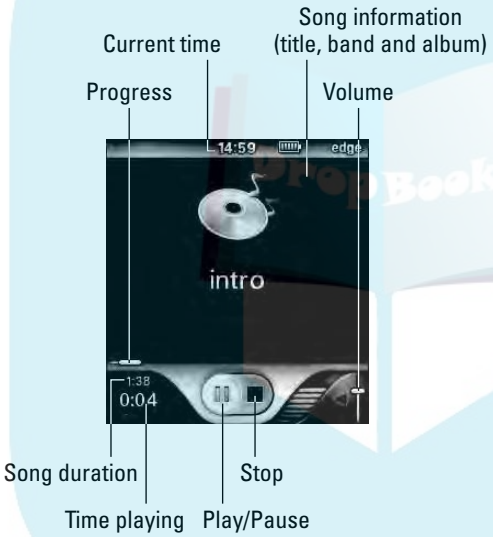


Figure 13-3: The music plays here.

Selecting each file to play sometimes can be a hassle — and not even a sensible thing to do if you're in a gym or jogging. Fret not. You would have asked for this feature in the first place, so RIM added an option for you to play all songs in a folder or even in all subfolders. While you are in a folder, press the menu key and select Play All to play every song in the current folder and all subfolders, or select Play Folder to play songs in the current folder.



Note that there is no fast forwarding or rewinding in a traditional way, but you can position where to start playing by moving the progress slider. Just use the trackball to select the progress slider, and then scroll the trackball to change the slider's position. Press the trackball again and the music starts playing from that position.

DropBooks



The earpiece mike combo that comes with your BlackBerry is only for one ear. This might be an issue when you are in a noisy area. To improve your experience, you can buy a stereo headset. And yes, a Bluetooth headset is a good option.

Now showing

To play video clips, the general steps are no different than playing music files. Just select Video from the Media screen and again a screen similar to Figure 13-2 appears, but with Video as the heading rather than Pictures. Navigate to the video file you want, select it, and a contender for the funniest home video plays. Video format supported are 3gp, avi, mov, and mp4. Start collecting now.

If you press the menu key in one of the folders containing video files, you can select Play All to play every video file in the current folder and all its subfolders, or select Play Folder to play every video file in only the current folder.

Lord of the ring tones

Ah, the proliferation of ring tones; that's history. Nothing beats hearing a loud funky ring tone while you're sleeping on a bus or a train. Whether you want a real Matchbox Twenty's "3 A.M." song or the old-fashioned digital repercussions or anything that would annoy the guy sitting next to you, you have that flexibility. Give a toast to your BlackBerry. Of course you want to hear ring tones that come with your BlackBerry. There's a bunch, so enjoy.

Simply select Ringtones from the Media screen. What you see next is the same navigation screen that Music and Video use (refer to Figure 13-2).

Again, your BlackBerry comes with a decent selection of ring tones, stored in Preloaded Media. You can select this folder or a folder where you've stored any ring tones you've acquired. After you are in a folder showing a list of ring tones, select one from the list and it will start playing. You can also play all the ring tones in a folder by pressing the menu key and selecting either Play Folder or Play All. Play All includes the ring tones in the subfolders as well.

If you find a ring tone you like, you can make it the default ring by highlighting it, pressing the menu key, and selecting Set As Phone Tune. A ring tone is similar to a music file and includes the following music formats: aac, m4a, midi, mmr, and mp3.

DropBooks

Picture this

Folks who upgraded from an older BlackBerry may know Pictures. It's one of the intuitive applications RIM kept in BlackBerry Pearl, 8300, 8800, and Curve and probably in the newer models that come out after this writing. Pictures allows you to view images, with zoom and rotate capabilities.

Select Pictures from the Media screen and what you see next is the familiar folder structure. Navigate to this folder until you find the picture you're looking for. After you find the picture file, just select it. Easy does it, right?



Check out Preloaded Media. Your BlackBerry comes with nice pictures you can use as the background image of the Home screen. There are also some cartoon images that you can temporarily assign to your contacts as Caller IDs until you get a chance to take their pictures.

Zoom to details

Is that a pimple? No, it's not. Let's zoom in. While viewing an image, press the trackball and select Zoom. A tiny nonobtrusive slider bar appears on the left side of the image. Now, use your trackball: Scrolling up zooms in and scrolling down zooms out. While scrolling, the slider bar indicates the degree of zoom. The exact center of this bar is the original image (no zooming applied). You can easily go back to the original zoom size by pressing the menu key and selecting Zoom All.

Rotate it

Want to view yourself upside down? Not really. But sometimes your pictures may be best viewed sideways. While you're viewing an image in Pictures, press the trackball and select Rotate. The image rotates 90 degrees clockwise. By repeating the same steps, you can keep rotating it; each time is an additional 90-degree clockwise rotation.

Turn it down or blast it

Whether you're listening to music or watching a video, adjusting the volume is easy because your BlackBerry comes with dedicated volume buttons. They're located on the top right side of the device. The top button with the plus sign turns the volume up and the one with the minus sign turns the volume down. The volume slider you see in the screen reflects any presses you made on the volume buttons.

DropBooks

Media shortcuts

It's all about saving your valuable time. Taking the time to master these shortcuts now will pay you back in time later. Here are the must-know Media shortcuts:

- **Mute:** Toggles between pausing and playing music and video. (The key is located at the top right of the device and has a muted speaker label.)
- **6:** Moves to the next item.
- **4:** Moves to the previous item.
- **3:** Zooms in on a picture.
- **9:** Zooms out on a picture.
- **5:** Zooms back to the original picture size.
- **,** (comma)**:** Rotates a picture counterclockwise.
- **Space:** Toggles between pausing and resuming a slide show.

Commonly used navigation

Whether you're viewing a picture, listening to music, or watching a video clip, you can easily jump forward or backward to the next item in the list. Press the menu key while you are viewing an image, listening to songs, or watching a video clip. On the menu that appears, you see the following items:

- **Next:** Jumps to the next item in the list. This item appears only if there's an item after this media file in the current folder.
- **Previous:** Jumps to the previous item. This item appears only if there's a previous item in the current folder.
- **Delete:** Deletes the media file.
- **Move:** Moves the file to a different folder.
- **Rename:** Renames the media file.
- **Properties:** Displays a screen showing the location of the media file, its size, and the time it was last modified.

Working with Media Files

Are you always on top of the new gizmo trends? Nowadays, methods of acquiring media files are evolving. Ten years back, who would have thought that we'd be buying music from a tiny SD card from Best Buy or downloading music from an "all you can eat" monthly subscription?

DropBooks

Sure, technologies are exciting, but most of us are happy maintaining a music collection in one form or another, be it CDs or a digital format on our computer. Some day, we'll wake up with a technology that doesn't require us to deal with constantly copying media files from this collection to our handheld music players. But for now, enjoying music while on the move means managing these files. Media is a great music player, but without music files it's as useless as a guitar without strings. Enough with chitchat, let's get on with it.

Introduction to BlackBerry Desktop Media Manager

Heard of Roxio? Roxio is known for their CD ripping software. But that's not all; the software allows you to integrate media files to your SmartPhone. And just recently, RIM licensed Roxio and incorporated it into their BlackBerry Desktop Media Manager. (We're going to refer to it here as Media Manager.) That's good news for you because you can now avail yourself of fantastic features such as ripping CD songs, converting media files for optimal playback on your BlackBerry, and managing these files and syncing them to your device.

If you have an old version of Media Manager, it's not a problem. Point your desktop Internet browser to `na.blackberry.com/eng/services/desktop` for directions on downloading the latest version for free and installing it on your PC.

As we mention, this new Media Manager has a lot to offer, and we cannot describe it fully here. But we do describe the necessary features to get you started. What we do in this section is familiarize you with the interface and then show you how to copy a video file into your BlackBerry. On the way, you'll see how easy the process is and get your media files converted for optimum playback on your device.

Accessing Media Manager

Media Manager is accessible through BlackBerry Desktop Manager, which is described in detail in Chapter 16. To get to Desktop Manager on your PC, click the Windows Start icon, select All Programs, select BlackBerry and then select Desktop Manager. BlackBerry Desktop Manager appears, as shown in Figure 13-4. From this screen, you can run Media Manager by double-clicking its icon.

The Media Manager screen

The Media Manager screen may look intimidating at first glance, as you can see in Figure 13-5. But it's really an intuitive interface — plus, it follows the same interface as Windows Explorer. As on the Windows Explorer screen, the left side is where you navigate to your folders and files, and the right side displays the files in the folder that's currently selected on the left.

DropBooks



Figure 13-4: Access Media Manager here.

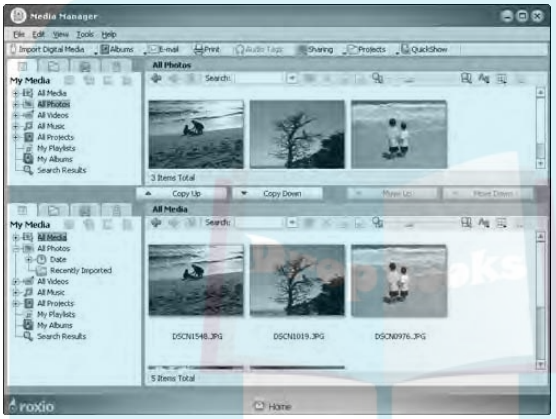


Figure 13-5: View your media files on this screen.

The screen is divided not only into left and right portions but also into top and bottom sections. The top section looks the same as the bottom section and they behave the same, just as you would expect in Windows Explorer. So, why two sections? Having two allows you to move or copy files easily. On a copy operation, for example, one section can behave as the source and the other section can be the destination. By simply dragging the files between the two sections, you can copy them to the location you want without leaving the same screen. Neat, right? So, start locating those media files and copying them to Media Manager.

Importing media files to Media Manager

A quick and easy way to import media files is to use Windows Explorer to navigate to the media files you want, and then drag and drop them into Media Manager. You can drag and drop them to the folder in the left part of the screen, where the folder tree appears, or the right part, where the files are listed. Just make sure that when you are doing the latter, the current folder in the tree view is the folder where you want the media files to be imported.

Without using Windows Explorer, you can also use Media Manager itself to locate the files you want. The trick is to change the left-side view in one of the sections to Folders. You can choose from either the top or bottom section. If

DropBooks

you look closely on the top of any of the sections, you should see four tabs. The first tab, My Media, is the default view. The Folders tab has the icon of — guess what? — a folder. Click the folder icon and you see a tree view, but this time, it looks exactly as you see it in Windows Explorer, as shown in Figure 13-6.

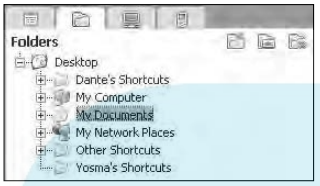


Figure 13-6: Navigate to your desktop media files here.

The files can be in your local hard drive or a network folder accessible by your desktop computer.



Remember that you have two Explorer-type sections, top and bottom. Use the top in the Folders view to locate the media files, and leave the bottom section in the My Media view to import the files. After you find your files, it's just a matter of dragging and dropping.

Adding a media file to the BlackBerry

On the Media Manager screen, the fourth tab, My Devices — the one with the cellphone icon — is used to navigate your BlackBerry, as shown in Figure 13-7. When viewing this tab, make sure that your BlackBerry is connected to your desktop computer with the USB cable that came with the device. Upon establishing a connection, Desktop Manager prompts you to enter a password if your BlackBerry has one.

The My Devices view displays the folder structure inside your BlackBerry. The top two folders are the type of storage device: Device Memory and Media Card.



We recommend that you don't touch the Device Memory folder because it is limited in size and this memory is used by your device to do necessary operations such as storing e-mails.

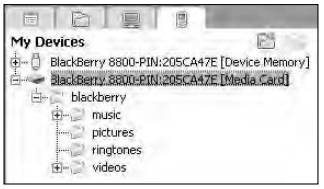


Figure 13-7: Drag and drop media files to your BlackBerry here.

DropBooks

Other features of Media Manager

We recommend that you spend some time exploring Media Manager because it has interesting features to discover that you might find useful. Here's a quick rundown of what to expect:

- Import media files
- Create albums
- E-mail media files
- Share media files by using the Internet
- Set audio tags
- Share files on your home network by using MediaSpace
- Enhance photos and apply special effects to photos by using PhotoSuite
- Create panoramic images from multiple photographs
- View or play media files in succession by using QuickShows
- Record audio
- Customize the printing of photos

The Media Card folder is your microSD storage. When you click its plus sign, you should see a folder named blackBerry and under blackBerry the four media folders (music, pictures, ringtones, and video). To copy files, drag and drop your media files from the My Media view to any one of the folders here in My Devices. You can also drag and drop an entire album. After dropping a media file, you are prompted to convert the file into a format viewable by your BlackBerry, as shown in Figure 13-8.

Not sure which one to choose? The safest bet on this screen is the default selected option, which is Convert for Optimal Playback. If you choose Advanced Conversion Options, you see another screen that allows you to downgrade the quality of the conversion to minimize the required memory. For video files, Advanced Conversion Options allows you to crop the video so that the entire screen is filled instead of seeing dark margins that can result due to aspect ratio differences between the BlackBerry screen and the original video format.

Of course, you can also select Copy with No Conversion, which copies the file faster. The file will be copied to your BlackBerry as is, but it might not play in your BlackBerry.



Figure 13-8: Choose to convert your media files for optimum playback.

DropBooks

Creating an album

Having the ability to locate your media files, be it on your local drive or your network, is nice. But you might find a need to organize your media files further, perhaps as a playlist or a birthday party album. Not a problem. Media Manager gives you the ability to create an album, which is another way of grouping files into a folder.

Here's how you go about creating an album:

1. **On the Media Manager screen, click the My Media tab to switch to My Media view.**

   The My Media tab is the first tab on the screen.

2. **Right-click My Albums and select New Album from the menu that appears (see Figure 13-9).**

   New Album is added to the My Albums folder. Because My Album is not a descriptive name, we recommend that you rename it. The next step shows you how.

3. **Expand My Albums by clicking the plus sign beside it.**

4. **Right-click My Album and select Rename from the menu that appears.**

5. **Type the name you want for this album.**

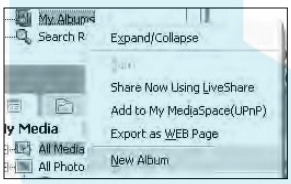


Figure 13-9: Creating a new album.

Having an empty album is not your ultimate goal, right? You want your files in there. So go ahead and follow the same steps described in the previous section, "Importing media files to Media Manager."

Synchronizing with iTunes

If you have an iPod, it's likely that you're using iTunes and maintaining a playlist and perhaps a subscription to podcasts. Would you like to sync your BlackBerry with iTunes? Well, don't we all. Unfortunately, this can't be done out of the box. After all, iTunes is not a RIM product. However, for only $9.95, you can buy software called PearlTunes (`http://pocketmac.net`) that bridges iTunes to your BlackBerry and allows you to copy iTunes media files to your device.

DropBooks

Sharing media files by using Bluetooth

We love sharing, especially if we're at the receiving end, right? You can send your media files to any Bluetooth-capable device. Here's how:

1. **From the Media screen, select the media type.**
2. **Select a media folder.**

   You may have to drill down to the folder to find the media file you're looking for.
3. **Press the menu key and then select Send Using Bluetooth.**

   At this point, Bluetooth displays all paired Bluetooth devices. (Refer to Chapter 14 more on Bluetooth enabling and pairing devices.)
4. **Select the Bluetooth-enabled device.**
5. **Select Send.**

   BlackBerry starts sending the file.

Downloading tunes

RIM has set up a Web site where you can download new ring tones. Simply point Browser to `http://mobile.blackberry.com/mss/ringtone_catalog` and you get a screen similar to the one shown in Figure 13-10. From this page, you can sample and download alarms, notifiers, and tunes. And did we mention that it's free?

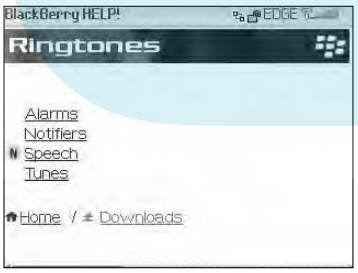


Figure 13-10: Go there to download media files.

Just select the ring tone you want from the three categories and it will begin playing. After the tune plays, you can save it by pressing the menu key and selecting Save. RIM isn't the only site where you can find ring tones. The Web is a wonderful place, so go hunting.

DropBooks

Chapter 14

Getting around with BlackBerry GPS

In This Chapter

- Using GPS safely
- Preparing to use GPS on your BlackBerry
- Choosing a GPS application

A few years back when some of the network carriers in North America introduced GPS on their version of the BlackBerry, we were quite impressed . . . until we tried it. The response time was slow, and it wasn't accurate. On top of that, the network carriers charged users an arm and a leg for this inferior service. As it turns out, those GPS functions were implemented by using the network. What does that mean? There wasn't an actual GPS embedded in the BlackBerry. How low tech!

Today, the BlackBerry 8800 model comes with a GPS and works quite well. Even if you don't have the 8800, there are still ways to pair up your BlackBerry with an external GPS through Bluetooth. No matter how you look at it, it's hard to be lost with a BlackBerry in your hands.

Putting Safety First



Some GPS features are useful not only while you're walking on the street but also while you're driving a car. Although you'll be tempted to use your BlackBerry GPS while driving, we *strongly* suggest that you not adjust it while you're driving.

Before you start using BlackBerry GPS in your car, you need to get a BlackBerry car holder (preferably a car kit with a car charger) and resolve the BlackBerry backlight timeout issue.

DropBooks

You can buy a car kit on the Internet by doing a simple search for *BlackBerry car kit*. Or go to one of the following links:

- www.shopblackberry.com
- www.blackberrystuff.com/blackberry_car_kit.htm

By default, the longest your BlackBerry's backlight can stay on is two minutes, so you need something to allow your BlackBerry's backlight to stay on as long as you need GPS. A free utility called BBLight does just that. You can get it by going to www.blackberryfordummies.com/bblight.html.

Now that you have all you need to keep you safe, keep on reading.

What You Need

For GPS to work on your BlackBerry, it needs navigation maps, which are usually downloaded in little pieces as required. And because these maps are downloaded, you must be subscribed to a data plan and have a radio signal.



If you did not subscribe to an *unlimited* data plan from your network carrier, be aware that the more you use your GPS as you move about, the more data (map pieces) you'll download, which means the more charges you'll incur.

You also need a GPS, which can be built in or external. The BlackBerry 8800 model has an internal GPS. The BlackBerry Curve (8830) and the BlackBerry Pearl (8100) support an external GPS connected through Bluetooth.

In summary, for your BlackBerry GPS to work, you need

- A BlackBerry with a built-in GPS or a BlackBerry with an external GPS and a Bluetooth connection
- A data plan from your network carrier (an unlimited data plan is recommended)
- To be in an area where you have a radio signal (so you can download the maps)

We won't cover the exact steps on how to pair up a Bluetooth-enabled BlackBerry to an external GPS, because we probably don't have the same external GPS as you have. But the general steps are as follows:

1. **Make sure your external GPS is ready for pairing.**

   Please refer to your external GPS for more information on how to prepare it for "discovery."

DropBooks

2. **From the Home screen, press the menu key and then select the options (wrench) icon.**
3. **Select Bluetooth.**
4. **Press the menu key and then select Enable Bluetooth.**

   You see a screen of paired Bluetooth devices or, if you've never paired with a device, you see a blank screen.

   Pairing with a Bluetooth device simply means to connect with another Bluetooth device, such as a hands-free headset.



5. **Press the menu key and then select Add Device.**

   Your BlackBerry starts scanning for a nearby device, as shown in Figure 14-1. Make sure your external GPS is next to you.

6. **Follow the on-screen instructions on your BlackBerry to finish pairing with your external GPS.**

   This step usually involves entering a 4-digit password to pair up with the GPS. Refer to your GPS manual for further information.

Garmin sells an external GPS that works with your BlackBerry. Find out more by visiting this link on your PC: `http://www.garmin.com/garmin/cms/site/us/onthego/`.

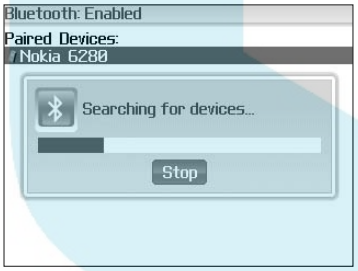


Figure 14-1: A BlackBerry is discovering an external GPS device.

Your GPS Application Choices

We have identified three GPS applications that you can use on your BlackBerry. They are

- BlackBerry Map
- Google Maps
- TeleNav GPS Navigator

Both BlackBerry Map and Google Maps are free. The icons for all of them are pictured in Figure 14-2.

DropBooks

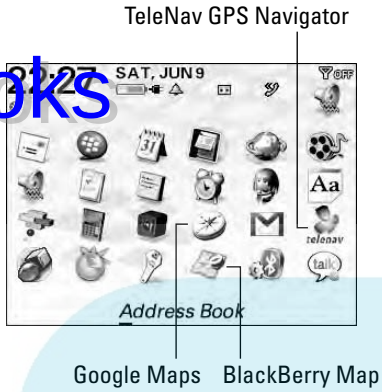


Figure 14-2: BlackBerry GPS apps.

BlackBerry Map

Out of the box, your BlackBerry comes with the BlackBerry Map application (refer to Figure 14-2).



If you have a BlackBerry 8800 model with Cingular as your network carrier, you have to pay extra to get BlackBerry Map installed on your BlackBerry. No worries, we show you alternatives to BlackBerry Map that still use your BlackBerry GPS.

With or without GPS (built-in or external), you can use BlackBerry Map to do the following (see Figure 14-3):

- Find a location by typing an address or by using Address Book
- Get point-to-point directions
- E-mail or SMS a location to colleagues and friends
- Turn GPS on or off
- Zoom in and out of the map

Of course, with GPS turned on, you can track where you are and follow point-to-point directions.

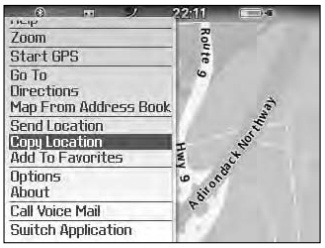


Figure 14-3: BlackBerry Map on the BlackBerry Curve.

DropBooks

Google Maps

Google Maps is the mobile version of `map.google.com`. It has most of the features of the online version, including satellite imaging and traffic information. Best of all, it's free.

Like BlackBerry Map, you can use Google Maps even without a GPS, but it gets better. You can search for businesses and landmarks, just as youdo on `map.google.com`. It's like having the ultimate 411 (with a map) at the tip of your fingers.

Because Google Maps does not come with your BlackBerry, you need to download it. To do so, go to `www.google.com/gmm`. After it downloads, its icon appears on your Home screen (refer to Figure 14-2).

After Google Maps is loaded, press the menu key to display the menu shown in Figure 14-4.



Figure 14-4: Google Maps menu.

From the menu, you can do the following:

- Find businesses and landmarks, including phone numbers, address information, and Web addresses
- Find and map exact addresses
- Get step-by-step directions from point A to point B
- View satellite images of the current map (Figure 14-5, left)
- Get traffic information for major highways

With GPS on, you can see your current location as a blue blinking dot on screen (Figure 14-5, right).

Here are some keyboard shortcuts for Google Maps:

- Zoom in: I key or JK key on the SureType keyboard
- Zoom out: O key or DF key on the SureType keyboard
- Go to the current location: 0 key

DropBooks



Figure 14-5: Google Maps showing a satellite photo (left) and the current location (right).



You need to have a radio signal to download maps to your BlackBerry. In addition, we recommend that you have an unlimited data plan if you are a frequent user of the GPS feature on your BlackBerry.

TeleNav GPS Navigator

TeleNav GPS Navigator is a full-featured GPS solution. It's meant as a GPS device replacement, which means the folks at TeleNav want you to use your BlackBerry in the car. At the time of this writing, they did not have a fix for the issue of BlackBerry backlight timeout — this means that about every two minutes, you must press a key on your BlackBerry so that the light remains on. This can be dangerous while driving.

TeleNav's feature list is extensive. From 3-D maps (see Figure 14-6), to a real-time compass, to finding Wi-Fi spots, the list goes on and on. The feature we like the most is the human-voice step-by-step driving directions.

The extensive features come at a price. Depending on your network carrier, TeleNav costs about $10 a month. They do offer a 60-day free trial. Visit `www.telenav.com` for more information. After the product is downloaded, an icon appears on your screen (refer to Figure 14-2).



Figure 14-6: TeleNav offers a 3-D map while you drive.

DropBooks

Chapter 15

Wi-Fi and Using BlackBerry as a Laptop Modem

In This Chapter

- Setting up your laptop
- Making the first connection
- Setting up Wi-Fi

As amazing as your BlackBerry already is, you might find this chapter a bit unbelievable. On top of all those other BlackBerry features is the capability of using your BlackBerry as a laptop modem to connect to the Internet from anywhere (well, almost). If you have a long commute, this chapter will not only make your traveling time more productive but also save you money on wireless broadband (if you have an unlimited data plan).

The steps required to use this feature are more technical when compared to those in other chapters. Also, depending on your network service provider, the setup to use your BlackBerry as a laptop modem might not be exactly as described here. We chose to write the steps for BlackBerry from T-Mobile (North America) as an example. We also provide online resources for you to get more information regarding other carriers at `www.blackberryfordummies.com/laptopmodem`.

We would like to give credit to the BlackBerry enthusiast who discovered this hidden feature. Although we don't know who figured this out first, the folks at `www.blackberryforums.com` provide extensive documentation on how to set up your laptop and BlackBerry to connect to the Internet.

In addition, we want to point out that this chapter serves only as starting point for using your BlackBerry as a laptop modem rather that as an authoritative source.

Finally, for those of you who have a BlackBerry equipped with Wi-Fi capability, we end this chapter with how to set up your BlackBerry to use a nearby wireless access point.

Now that the disclaimers and credits are out of the way, here we go!

DropBooks

Preparing for Connection

Before you connect your BlackBerry, have the following ready:



- A laptop with Windows XP installed. We didn't test this on Vista, but it should work similarly.
- A USB cable.
- A BlackBerry with a data plan. If you don't have an unlimited data plan with your service provider, keep track of how much time you spend on the Internet while connected via your BlackBerry.
- BlackBerry Desktop Manager installed on your laptop. To make sure BlackBerry Desktop Manager is installed, choose Start➪Programs➪BlackBerry. If BlackBerry Desktop Manager is installed, you'll see it under the BlackBerry menu. If BlackBerry Desktop Manager isn't installed, use the CD that came with your BlackBerry to install it. Check with your network carrier for details.

Next, you need to make sure that the modem driver on your laptop is working:

1. **On the laptop, choose Start➪Settings➪Control Panel.**

   The Control Panel window appears, listing various options.

2. **Click Phone and Modem Options.**

   The Phone and Modem Options screen appears.

3. **Click the Modems tab.**

   If BlackBerry Desktop Manager is installed properly, you see the words Standard Modem on the screen, as shown in Figure 15-1.



Figure 15-1: Phone and Modem Options screen.

DropBooks

4. **Highlight Standard Modem and then click the Properties button.**

   The Standard Modem Properties screen appears.

5. **Click the Diagnostics tab (see Figure 15-2).**

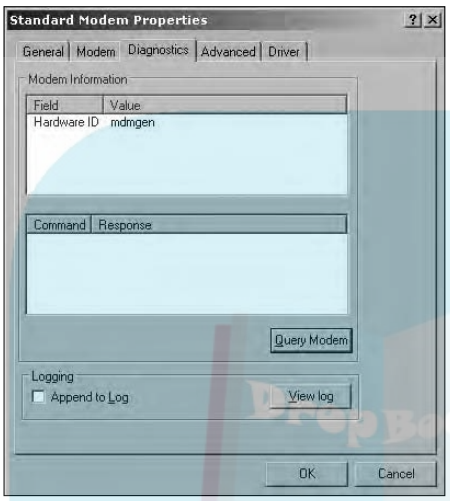


Figure 15-2: Diagnostics tab in the Standard Modem Properties screen.

6. **Click the Query Modem button.**

   Depending on your BlackBerry model, you should see a string of text similar to Figure 15-3. It's okay if you don't see exactly the same text as that shown in the figure.

   If you see a warning message when you click the Query Modem button, try to restart your laptop. Then connect your BlackBerry with your laptop and retry Step 6.

7. **Click the Advanced tab.**

   A screen similar to Figure 15-4 appears.

8. **In the Extra Initialization Commands box, type one of the following, depending on your network carrier:**

Carrier	*Type this*
T-Mobile USA	+cgdcont=1,"IP","wap.voicestream.com"
Verizon	Leave it blank
Cingular	+cgdcont=1,"IP","ISP.CINGULAR"

9. **Click the OK button and then click the Close button.**

   This closes the Phone and Modem Options screen.

DropBooks

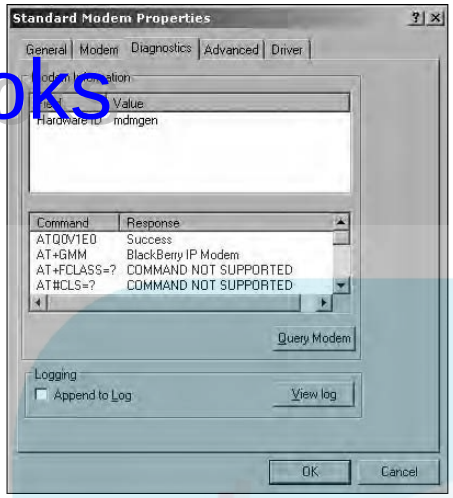


Figure 15-3: Query string, indicating that the laptop standard modem is working properly.

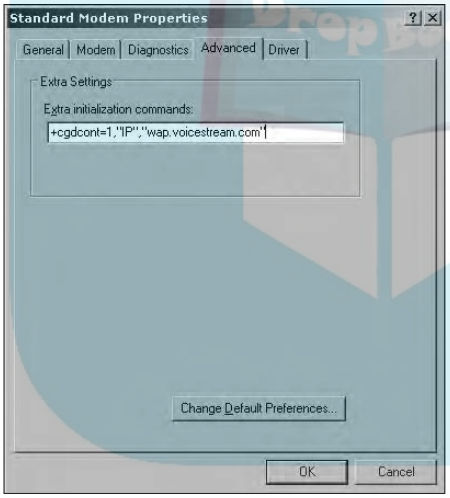


Figure 15-4: Advanced tab in the Standard Modem Properties screen.

At this point, your laptop should be ready for you to proceed. If you were not able to resolve an error message, go to `www.blackberryfordummies.com/laptopmodem`. Again, we did not intend this chapter as an authoritative source on how to troubleshoot the setup.

DropBooks

Making the Connection

In this section, you make an Internet connection as you would for a dial-up modem on your laptop. At the end of this section, you should be able to connect to the Internet with your BlackBerry.

1. **On your laptop, choose Start➪Settings➪Control Panel.**

   The Control Panel window appears, listing various options.

2. **Click Network Connection.**

3. **Click New Connection Wizard.**

   The wizard's welcome screen appears, as shown in Figure 15-5. The wizard will guide you through various steps to make an Internet connection.


New Connection Wizard
Welcome to the New Connection Wizard
This wizard helps you:
Connect to the Internet.
Connect to a private network, such as your workplace network.
Set up a home or small office network.
To connect to a wireless network, view wireless networks in range.
To continue, click Next.
< Back
Next >
Cancel

Figure 15-5: New Connection Wizard welcome screen.

4. **Click Next.**

   The Network Connection Type screen appears.

5. **Select Connect to the Internet, and then click Next.**

   The Getting Ready screen appears.

6. **Select Set Up My Connection Manually, and then click Next.**

   The Internet Connection screen appears.

7. **Select Connect Using a Dial-up Modem, and then click Next.**

   You should then see the Connection Name screen.

8. **Type a name, and then click Next.**

   You might want to type **BlackBerry Modem.** This is simply a name, so you can enter whatever you want.

DropBooks

9. **Type a phone number, according to your carrier, and then click Next:**

Carrier	*Phone number*
GSM Network — Cingular/T-Mobile	*99#
iDEN Network — NextTel/Telus	S=2
CDMA Network — Verizon/Bell Canada	#777

10. **In the Internet Account Information screen, enter a username and password as follows:**

T-Mobile	Username: *your existing T-Mobile online username*
	Password: *your existing T-Mobile online password*
Cingular	Username: ISPDA@CINGULARGPRS.COM
	Password: CINGULAR1
Verizon	Username: *your 10-digit phone number*@vzw3g.com
	Password: *your 10-digit phone number*

11. **Still in the Internet Account Information screen, uncheck both check boxes, and then click Next.**

    You should see the Complete screen at this point.

12. **Click the Add a Shortcut check box and then click Finish.**

    Your connection is added to the desktop.

We know you'll be tempted to try the connection right now, but you need to make sure a few settings are correct:

1. **From the desktop, double-click the connection you just made.**

   You see a screen similar to Figure 15-6. The connection should be named BlackBerry Modem (unless you named it something else).

2. **In the connection window, click the Properties button.**
3. **Click the Networking tab.**
4. **Select Internet Protocol (TCP/IP), and then click the Properties button.**
5. **Click the Advanced button.**
6. **Uncheck the Use IP Header Compression check box.**
7. **Click the OK buttons to close all dialog boxes.**

Before you click the Dial button, make sure that your BlackBerry is connected to your laptop and you have opened BlackBerry Desktop Manager.

The last thing (we promise): Whenever you connect, make sure that your BlackBerry has a radio signal and you are not in a bad coverage area.

DropBooks

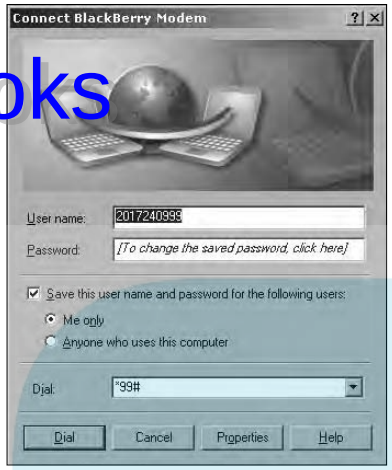


Figure 15-6: BlackBerry Modem Connect screen!

After you've done all that, give it a shot! If all is well, you get a confirmation as shown in Figure 15-7.

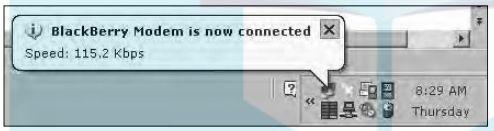


Figure 15-7: The laptop connected via BlackBerry!

Using Wi-Fi on Your BlackBerry

What's Wi-Fi? Well, without getting too technical, Wi-Fi networks use radio waves over the IEEE 802.11 protocol to provide a connection to the Internet. There are open Wi-Fi networks and secured ones. What do you need to know about open versus secured Wi-Fi networks? Simply remember that open networks allow you to connect without a security password but could be unsecured (think identity theft and people snooping on what you are browsing). Secured Wi-Fi networks are protected by a security password, so you need to set up a password. Wi-Fi networks can also be referred to as access points or hotspots, which you've probably seen it at airports, coffee houses, or libraries.

How does a Wi-Fi network benefit your BlackBerry experience? For starters, if you do not have an unlimited data plan, you'll probably save a few bucks while browsing the Net if you're connected to a free Wi-Fi network. If you have an unlimited data plan, you can still benefit from the overall connection speed for fast Internet browsing and chatting on your BlackBerry. If you're an

DropBooks

enterprise user, you can VPN into your corporate network to access sensitive information inside the corporate firewall. (Ask your network administrator for more info.)

If your network carrier supports it, you can even make calls over your network carrier's Wi-Fi hotspots (T-mobile hotspots), but that still costs you minutes because you are making a regular phone call on your BlackBerry.

What about making free calls over Skype or VoIP calls using your BlackBerry? Well, at the time of writing, none of this is possible. But check our Web site, `www.blackberryfordummies.com`, or ask us questions at `www.Blackberrygoodies.com`.

To turn on Wi-Fi capability:



1. **From the Home screen, select the Manage Connection icon.**

   You see a popup screen listing various connections on your BlackBerry.

2. **Highlight the Wi-Fi check box, and then press the trackball.**

   If the check box next to Wi-Fi is already checked, that means Wi-Fi capability is already turned on and you are ready to connect to available Wi-Fi connections.

To get started with a Wi-Fi network, follow these steps:



1. **From the Home screen, select the Set Up Wi-Fi icon.**

   You see a welcome screen, as shown in Figure 15-8.


Set Up Wi-Fi
Wi Fi
Welcome to Wi-Fi Setup!
Use this application to set up a Wi-Fi network connection.
Use a Wi-Fi connection to your corporate network to do the following tasks:
Send and receive email messages
Visit web pages
Tell me more
Don't show this introduction again.
Back
Next

Figure 15-8: Wi-Fi Setup welcome screen.

2. **Highlight the Next button and then press the trackball.**

   You then see a screen with three choices:

   - Scan for Networks: Allows the BlackBerry to automatically scan airwaves for available networks.

DropBooks

- Manually Add Networks: Allows you to add your own networks. Why would you choose this? Well, some secure networks do not broadcast their name, so you won't be able to scan for them. So, if you know the name of a secure network, you can add it to your BlackBerry using this choice.
- Get Security Key: Allows you to connect to a carrier-brand hotspot by retrieving a password that allows you to connect.

3. **Select Scan for Networks.**

   At this time, your BlackBerry scans and lists all available networks around your current location. You can see the result in a list like the one shown in Figure 15-9. The little lock represents a secured network.

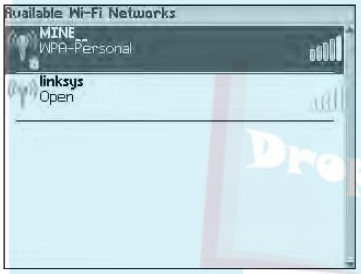


Figure 15-9: Example list of available Wi-Fi networks.

4. **Select a network to connect to.** If you are connecting to a free Wi-Fi network, you are connected automatically. If you are connecting to a secured network, enter a password at the prompt.

   Success! You are now connected to a Wi-Fi network.

When you connect to a Wi-Fi network successfully, you have the option to name it what you like and save it, as shown in Figure 15-10 left. Why save? The next time you are near the same Wi-Fi network, your BlackBerry can automatically connect to the network without all the hassle of scanning the network and entering a password.

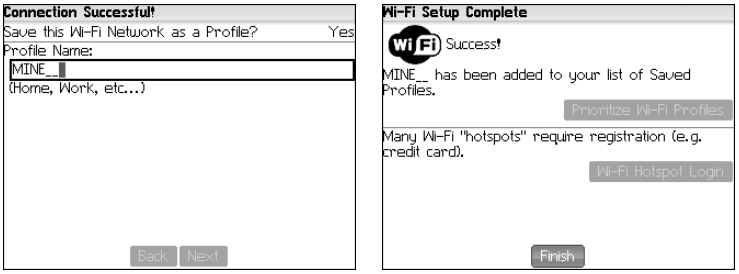


Figure 15-10: The option to save a Wi-Fi network (left). Finished (right)!

DropBooks

To save the connection, select Yes for Save this Wi-Fi Network as a Profile field, and then select the Next button.

The default name for any connection is the SSID name, but you can change it to whatever you like.

You can now enjoy Wi-Fi on your BlackBerry. See Figure 15-10 right.

If you want to connect to a network manually, follow these steps:

1. **From the Home screen, select the Set Up Wi-Fi icon.**

   You will see the welcome screen shown in Figure 15-8.

2. **Highlight the Next button and then press the trackball.**

   You then see a screen with three choices described in the preceding list, Scan for Networks, Manually Add Networks, and Get Security Key.

3. **Select Manually Add Networks.**

   You are prompted for a network name.

4. **Enter the name of the network you want to connect to and select Add.**

   You see another screen asking for the type of security the Wi-Fi network is using, as shown in Figure 15-11. Check with the administrator of the Wi-Fi network for more info.

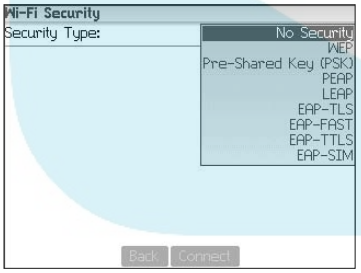


Figure 15-11: Types of Wi-Fi security protocol supported on the BlackBerry.

5. **Select the wireless security protocol and then select Connect.**

   If all is well, you are now connected to a Wi-Fi network.

If you are really curious, SSID stands for Service Set Identifier. It is simply the name that identifies a Wi-Fi network.

DropBooks

Tuning Your Wi-Fi Settings

If you have different Wi-Fi networks at different locations, you can prioritize your Wi-Fi connection order. For example, if you have three Wi-Fi settings for home, work, and them coffee shop, you can prioritize them according to how often you are at each location. Why? This way, when you move about between networks, your BlackBerry will pick up the proper Wi-Fi networks quickly.

To prioritize your Wi-Fi connections, follow these steps:

1. **From the Home screen, select the Option (wretch) icon.**
2. **Select the Wi-Fi Connections option.**

   You see a screen similar to Figure 15-12.

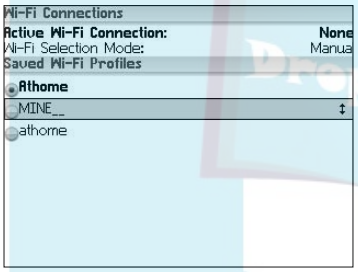


Figure 15-12: Wi-Fi option screen where you can fine tune your Wi-Fi settings.

3. **Highlight a desired Wi-Fi network and then press the menu key.**
4. **Using the trackball, scroll the selected Wi-Fi network to the desired order.**

   The topmost Wi-Fi network is the one that BlackBerry will try to connect to first.

5. **Press the menu key and select save.**

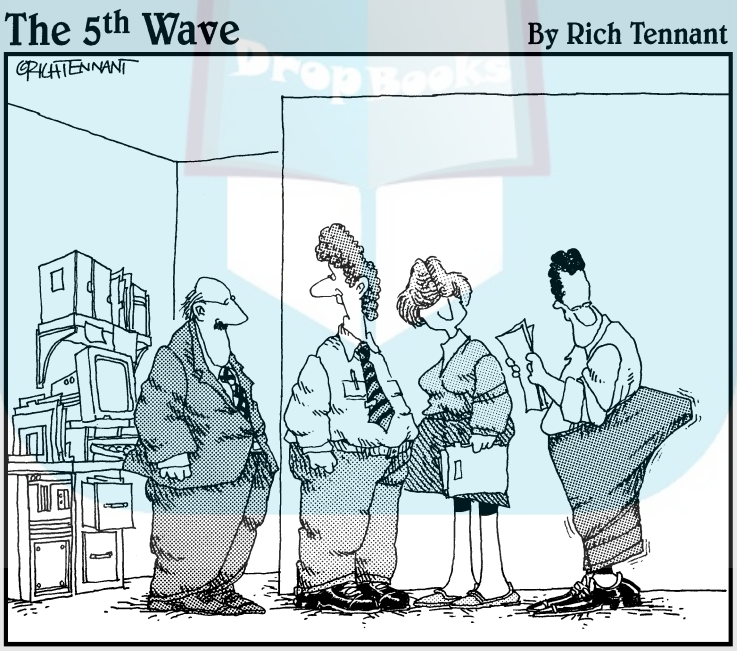
As you can see in Figure 15-12, there is a field called Wi-Fi Selection Mode. Other than prioritizing Wi-Fi networks, you can also choose to turn off auto Wi-Fi selection. You can do this by selecting Manual for the Wi-Fi Selection Mode field.

DropBooks

DropBooks

Part IV

Working with Desktop Manager



"Most of our product line is doing well, but the expanding touch pad on our PDA keeps opening unexpectedly."

DropBooks

In this part . . .

Here you discover essential information about some behind-the-scenes-yet-integral processes. Read all about Desktop Manager, which you direct to monitor and control database synchronization (Chapter 16) and application installation (Chapter 17). You also find out how to leverage Switch Device Wizard to migrate your existing data to your new BlackBerry (Chapter 18) and how to back up your data (Chapter 19).

DropBooks

Chapter 16

Synching the Synchronize Way

In This Chapter

- Introducing BlackBerry Desktop Manager
- Preparing your PC for PIM synchronization
- Using manual and automatic synchronization

What better way to keep your BlackBerry updated than to synchronize it with your desktop application's data? Arguably, most of the data you need to synchronize is from your PIM (personal information manager) applications. PIM info includes notes, appointments, addresses, and tasks. The crucial piece for data synchronization to and from your device and desktop computer is Synchronize, a product of Puma Technologies that is licensed by RIM to work inside BlackBerry Desktop Manager. This software allows you to synchronize your PIM data as well as upload and download media files between your PC and BlackBerry.

In this chapter, we introduce Synchronize. We show you how to manually and automatically synchronize your BlackBerry with your desktop computer. We also offer tips on which data synchronization options you might want to use. Before we get into all that, however, we include a section on BlackBerry Desktop Manager.

Introduction to BlackBerry Desktop Manager

The centerpiece of the desktop activities that you can do with your BlackBerry is BlackBerry Desktop Manager (BDM), which is a suite of programs that include the following:

- **Application Loader:** Installs BlackBerry applications and updates the BlackBerry OS.
- **Backup and Restore:** Backs up your BlackBerry data and settings. Check out Chapter 19 for details.

DropBooks

- **Synchronize:** Synchronizes BlackBerry data to your PC (the topic of this chapter).
- **Media Manager:** Uploads media files to your BlackBerry from your PC and vice versa (another topic in this chapter).

BDM is the software included on the CD that comes with your handheld device. Your BlackBerry's packaging provides instructions on how to install BDM on your desktop computer. For corporate users, check with your BlackBerry system administrator for more details.

Launching BDM

In most Windows installations, you find the shortcut to launch BDM through the Start menu of your computer; choose Start➪All Programs➪BlackBerry➪ Desktop Manager. Connect your BlackBerry to your desktop computer using the USB cable that came with your device and launch BDM. The BDM opening screen appears (see Figure 16-1).



Figure 16-1: BlackBerry Desktop Manager.

Because BDM is a separate application, its installation might vary from phone provider to provider. At the very least, you should see at least three icons, or applications: Application Loader (see Chapter 17), Backup and Restore (Chapter 19), and Synchronize. Most phone providers don't include Redirector Settings unless your BlackBerry is connected to BlackBerry Enterprise Server (BES). The Redirector Settings application works only for devices that run under BES.

Connecting BDM to your BlackBerry

You establish a connection between your BlackBerry and BDM through the USB cable that comes with your device. Plug in your device to your desktop. After BDM is running, it will try to find a BlackBerry on the type of connection specified. The default connection is USB, so you shouldn't need to configure anything.

DropBooks

If your device has a password, BDM prompts for the password. Enter the password, and then you should see `Connected` as the screen heading. If for some reason you see `Disconnected` and no password prompt, either BDM can't find the device being connected via the USB cable or the connection setting is not set to use USB.

To make sure that the connection setting uses USB, choose Options➪ Connection Settings at the top of the BDM screen. The screen shown in Figure 16-2 appears. In the Connection drop-down list, select the USB connection having the PIN of your BlackBerry.

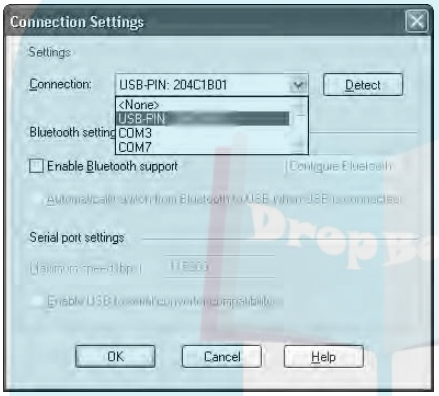


Figure 16-2: Possible connection types to your BlackBerry.

Running BDM for the first time

If you're running BDM for the first time, the process can take a while. BDM tries to make the initial configuration on your machine, including finding the default e-mail client and the e-mail account that it will assign for the Intellisync software. It asks you to confirm the e-mail account during this time. If you have multiple e-mail accounts set up on your desktop computer, be sure to select the one you want your BlackBerry to use.

BDM also checks what applications you have on your device and what required applications need to be installed. If it cannot find a required application on your device, it prompts you to install it. Of course, you have the option to cancel and install later.

After checking for applications, BDM looks at the settings you have for your Intellisync software. If auto-synchronization is turned on, BDM attempts to run synchronization for your PIM. This is discussed later, in the "Automatic synchronization" section.

DropBooks

Setting Up Synchronize

Synchronize is the part of BDM that allows you to synchronize your data between your desktop computer and your BlackBerry. Synchronize is one of the icons on the BlackBerry Desktop Manager screen. To launch Synchronize, simply double-click the Synchronize icon. A screen like the one shown in Figure 16-3 appears.

The Synchronize screen is divided into two tabs: Synchronize (see Figure 16-3) and Configuration (see Figure 16-4). The Synchronize tab allows you to manually trigger synchronization, and the Configuration tab is where you can set up configuration and rules for reconciling data. The first thing you need to figure out is the Configuration tab.



Figure 16-3: The Synchronize screen.

Configuring PIM synchronization

One important item in the Configuration section of Figure 16-4 is the Configure Synch button, which you use to configure PIM (personal information manager) synchronization. PIM info includes notes, appointments, addresses, and tasks. Clicking the Configure Synch button displays the screen shown in Figure 16-5.

This screen is the entry point of the entire synchronization configuration for applications that are part of PIM. As you can see in this screen, the PIM handheld application is paired with a desktop application; Outlook in this example.

DropBooks



Figure 16-4: The Configuration screen.

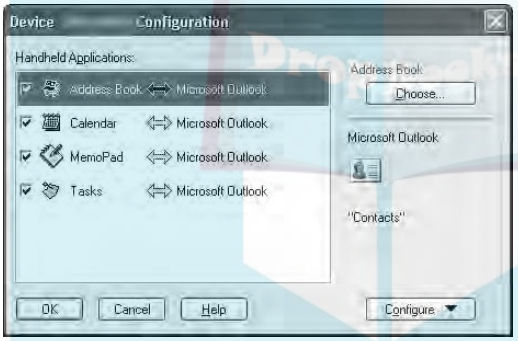


Figure 16-5: The PIM Configuration screen.



If you're curious as to what other applications the PIM Configuration option supports, click the Choose button to see a screen similar to Figure 16-6, which lists other possible applications. The list depends on the context of the highlighted PIM application. These other desktop applications are also popular; you're probably currently using one of them. Isn't it nice to know that you don't have to dump the application you're already familiar with?

Mapping fields for synchronization

For all four PIM applications, Synchronize knows which fields from the desktop applications map to your device application fields. But not all fields found on the desktop side exist on the handheld (and vice versa). For example, in the BlackBerry Address Book application, a Nick Name field doesn't

DropBooks

exist but is available on Exchange (Outlook) Address Book. In some instances, Intellisync provides you with an alternate field and gives you a choice to map or not. So, if you ever find the need to change the default mappings, you have the facility to do so. The interface is the same for all PIM applications. To illustrate how to map and un-map fields, we use Address Book.

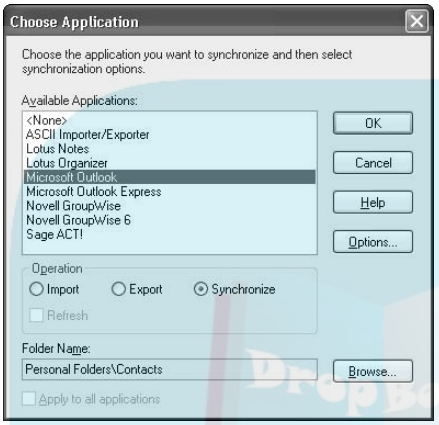


Figure 16-6: Other desktop apps that Synchronize supports for Address Book sync.

The following steps lead you to the screen that allows you to map the fields for Address Book:

1. **From BDM, double-click Synchronize.**
2. **Click the Configuration tab.**

   The PIM Configuration screen appears (refer to Figure 16-5). At this point, Address Book is highlighted, so the next step is based on the Address Book application. If you want to go to the Confirmation tab of a PIM application other than Address Book, you have to click that application from the list at this point.
3. **Click the Configure button, which is in the lower-right corner.**
4. **From the drop-down list that appears, choose Advanced Settings.**

   The screen shown in Figure 16-7 appears.
5. **Click the Field Mapping button.**

   If you're not careful, you can inadvertently unclick Job Title mapping, and suddenly titles are no longer in sync. The Synchronize application recognizes this risk and gives you a warning screen, as shown in Figure 16-8. If you think you made a mistake, you can cancel from this point to save yourself from having to do a lot of extra work to restore settings.



DropBooks

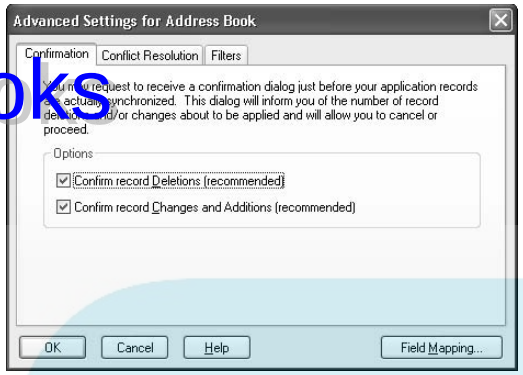


Figure 16-7: The Advanced Settings for Address Book screen.

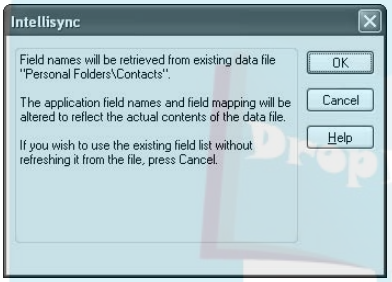

Intellisync
Field names will be retrieved from existing data file "Personal Folders\Contacts".
The application field names and field mapping will be altered to reflect the actual contents of the data file.
If you wish to use the existing field list without refreshing it from the file, press Cancel.
OK
Cancel
Help

Figure 16-8: The warning screen before the mapping screen.

6. **To proceed, click OK.**

   The Field Mapping screen for the Address Book application appears (see Figure 16-9). To map or un-map, click the arrows.

7. **Click OK to save your changes.**

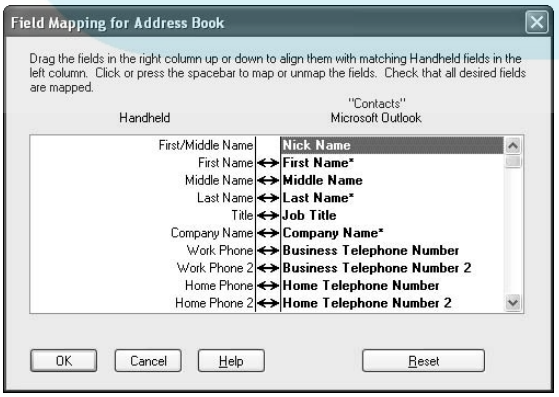


Figure 16-9: The Field Mapping screen for Address Book.

DropBooks

Confirming record changes

Back facts: Doing a desktop synchronization is not a very interesting task, and few people perform it on a regular basis. If you're one of those folks, you won't have any clue as to what changes to expect on either side. Well, not to worry. You can tell Synchronize to prompt you for any changes it's trying to do or perhaps undo on either side of the wire. This is where the Confirmation tab of the Advanced Settings screen comes in. To get to this view, follow these steps:

1. **From BDM, double-click Synchronize.**
2. **From the Synchronize screen that appears, click the Configuration tab.**

   The PIM configuration screen appears (refer to Figure 16-5). Notice the Configure button in the lower-right corner. At this point, Address Book is highlighted. So, the next step is based on the Address Book application. If you want to go to the Confirmation tab of a PIM application other than Address Book, click that application from the list.
3. **Click the Configure button and then choose Advanced Settings from the drop-down list that follows.**

   The Advanced Settings for Address Book screen appears (refer to Figure 16-7).
4. **If the Confirmation tab is not active, click it.**

   The Confirmation tab comes into view (refer to Figure 16-7). This screen gives you two options:

   - Display a prompt screen to confirm deletions.
   - Display a prompt screen to confirm updates and additions.

   Regardless of whether you select the first option, Synchronize displays a prompt to confirm the deletion of all records.

Resolving update conflicts

If you don't synchronize your device frequently, you will get into a situation where you must make an update to a particular record on your BlackBerry as well as on your desktop application. Synchronize needs to know how you want this handled. The interface to define how to resolve these conflicts is the same for all PIM applications. Again, for illustration, we use Address Book as an example:

DropBooks

1. **From BDM, double-click Synchronize.**
2. **From the Synchronize screen that appears, click the Configuration tab.**

   The PIM configuration screen appears (refer to Figure 16-5). Address Book is highlighted, so the next step is based on the Address Book application. If you want to go to the Confirmation tab of a PIM application other than Address Book, click that application from the list.
3. **Click the Configure button; from the drop-down list that appears, choose Advanced Settings.**

   The Advanced Settings for Address Book screen appears (refer to Figure 16-7). Note that this screen has three tabs, and the second tab is titled Conflict Resolution.
4. **Click the Conflict Resolution tab.**

   The Conflict Resolution tab comes into view, as shown in Figure 16-10.

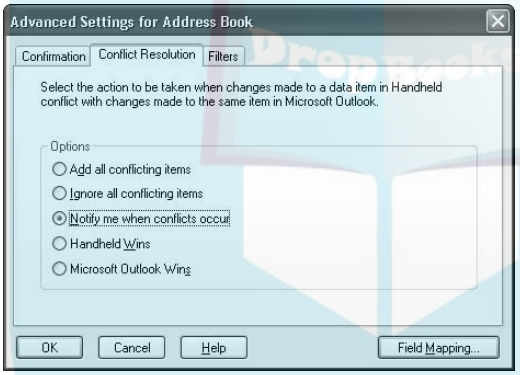


Figure 16-10: Manage conflicts here.

You can tell Synchronize to handle conflicts in a few ways. Here are the options shown in the Address Book Advanced Settings screen:

- *Add All Conflicting Items:* Tells Synchronize that when a conflict happens, a new record should be added to the BlackBerry for the changes on the desktop, and a new record should be added to the desktop side for the changes on the BlackBerry.
- *Ignore All Conflicting Items:* Just ignores the fact that there has been a change to the record and keeps the data the same on both sides.
- *Notify Me When Conflicts Occur:* This is the safest option. Synchronize displays a message screen with the details of the record that has a conflict and gives you the ability to resolve the conflict.

DropBooks

- *Handheld Wins:* Unless you are sure that this is the case, you shouldn't choose this option. It basically tells Synchronize to disregard the changes in the desktop application and use handheld changes every time it encounters a conflict.
- *MS Outlook Wins:* If you're not using MS Outlook, this option is worded based on the application you're using. This option is opposite to the Handheld Wins option in that it tells Synchronize to always discard changes on the handheld and use the desktop application change whenever it encounters a conflict. Again, we don't recommend this option because there's no telling on which side you made the good update.

5. **Click the option you want and then click OK to save the settings.**

Ready, Set, Synchronize!

Are you ready to synchronize? Earlier in this chapter, we show you how to define synchronization filters and rules for your e-mail and PIM data. Now it's time to be brave and push the button. Your two choices are manually (by using the Synchronize Now button) or automatically.

Synchronize Now

Synchronize Now is a feature of Synchronize that enables you to run synchronization manually. The basic rundown is that you choose the data you want to synchronize, click the Synchronize Now button, and that's it. Without delay, here are the steps:

1. **From BDM, double-click Synchronize.**

   The Synchronize screen appears (refer to Figure 16-3). The four check boxes in the Synchronize area give you the option to selectively synchronize your data. You can choose from e-mail, PIM, add-in, and date and time.

2. **Check the check boxes of the data that you want to synchronize and then click the Synchronize Now button.**

   Synchronize starts running the synchronization; you see a progress screen. If you set up rules to prompt for conflicts and if Synchronize encounters one, you see a screen to resolve it. After synchronization is finished, the progress screen disappears and the Synchronize screen reappears.



DropBooks

If you have automatic synchronization turned on (see the next section), the items you check here are automatically synched every time you connect your BlackBerry to your PC.

5. **Close Synchronize by clicking the Close button.**

Automatic synchronization

How many times do you think you reconfigure your Synchronize setup? Rarely, right? After you have it configured, that's it. And if you're like us, the reason you open BlackBerry Desktop Manager is because you want to run Synchronize. So, opening Synchronize and clicking the Synchronize Now button is somewhat annoying. In this case, if you'd like to make Synchronize run automatically every time you connect your BlackBerry to your PC, simply make sure the very last check box in Figure 16-3 — Synchronize the items selected above automatically — is checked. You might be asking what items will auto-synchronization synch? Good question. It will auto-sync the items you've checked in the top portion of Figure 16-3. Simple.

DropBooks

DropBooks

Chapter 17

Installing Applications

In This Chapter

- Getting started with Application Loader
- Installing a BlackBerry application
- Uninstalling an application
- Upgrading your operating system

Toward the end of this book, we point out a few great applications that make your BlackBerry that much more productive as well as a few games that make your BlackBerry more entertaining than ever. Rest assured, though, that installing an application on your BlackBerry is a snap.

Think of your BlackBerry as a minilaptop where you can run preinstalled applications as well as install new applications. You can even upgrade your BlackBerry's OS. (Yup, that's right, your BlackBerry even has an operating system.)

We start this chapter by introducing Application Loader, which allows you to load applications onto your BlackBerry — hence its name. Then we show you how to both install and uninstall an application from your BlackBerry. Finally, we show you how to use Application Loader to upgrade your OS.



If you got your BlackBerry from your company, they might impose guidelines on what applications (if any) can and cannot be installed and uninstalled from your device. Be sure to familiarize yourself with your IT department's policy before attempting to install or uninstall software from a company-owned BlackBerry.

Accessing Application Loader

In this chapter, as with other chapters in Part IV, you work closely with your PC and your BlackBerry. On your PC, you use an application called *BlackBerry Desktop Manager* (BDM), which comes on a CD along with your BlackBerry. For an introduction to BlackBerry Desktop Manager, see Chapter 16. Application Loader is a miniapplication within BlackBerry Desktop Manager.

DropBooks

After BlackBerry Desktop Manager is installed on your PC, do the following to access Application Loader:

1. **On your PC, select Start➪Programs➪BlackBerry➪Desktop Manager.**

   BlackBerry Desktop Manager opens.

2. **Connect your BlackBerry to your PC via your USB cable.**

   Doing so connects your BlackBerry to your PC. If successful, you see the password dialog box shown in Figure 17-1. If not, check to see whether the USB cable is connected properly to both your PC and your BlackBerry and then try again. If all else fails, contact your service provider. Or contact your system administrator if you are an enterprise user.



Figure 17-1: The password dialog box on your PC.

3. **Enter your password.**

   This completes your BlackBerry-to-PC connection.

4. **On your PC, double-click the Application Loader icon in BlackBerry Desktop Manager.**

   The Application Loader Wizard welcome screen opens (see Figure 17-2). At this point, you are ready to use the functions of Application Loader.


Application Loader Wizard
BlackBerry
Welcome to the Application Loader Wizard
This wizard will guide you through the process of adding, removing and updating application programs installed on your BlackBerry Wireless Handheld.
Please ensure that your handheld is securely connected to your computer, and press Next to begin.
Next >
Cancel

Figure 17-2: The Application Loader Wizard welcome screen.

DropBooks

Installing an Application

To install an application onto your BlackBerry from your PC by using Application Loader, you first have to install that application on your PC. The installation onto your PC varies, depending on which application you choose to install, so be sure to refer to the manual that comes with the application you choose.

After you get the application onto your PC, you need to locate the application's ALX file (a file with the `.alx` extension). The ALX file isn't the file that gets installed on your BlackBerry; rather, it tells Application Loader where the actual application file is located on your PC. You can usually find an application's ALX file in the folder where you installed the application on your PC.

In this chapter, we use BlackChat as a sample application to install on your BlackBerry. BlackChat is a free ICQ messaging application that connects to the Web directly and does not use SMS. You can download this application at `http://sourceforge.net/projects/blackchat/`.

The steps for installing an application are the same, so you can use the following steps as a guide to installing the application of your choice.

After you download the application (in our case, BlackChat) on your PC, you can install it on your BlackBerry by using Application Loader as follows:

1. **Launch Application Loader from BlackBerry Desktop Manager.**

   The Application Loader Wizard welcome screen appears. (Refer to Figure 17-2.)

2. **Click the Next button.**

   The screen shown in Figure 17-3 appears.


Application Loader Wizard
Handheld Security Password
A security password is required for your handheld.
The security password on your handheld is enabled. Please enter the security password and press Next to continue.
Password:
You have 10 attempts remaining to enter the correct password.
< Back
Next >
Cancel

Figure 17-3: Enter your password.

DropBooks

3. **Enter your password, and then click Next.**

   If your handheld isn't connected properly, you see the Communication Port Selection screen (Figure 17-4). Connect your BlackBerry to the USB cable and make sure that the USB cable is connected to the PC. Then click Next.

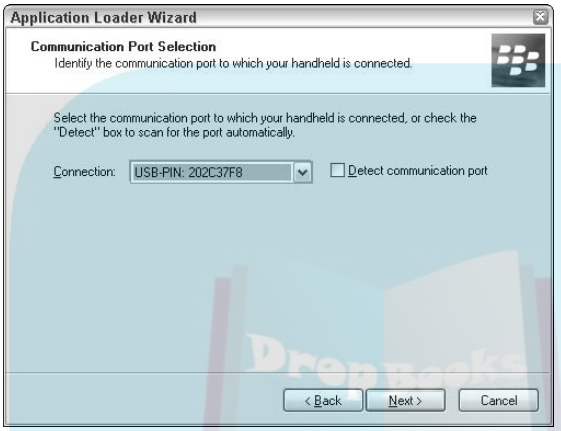

Application Loader Wizard
Communication Port Selection
Identify the communication port to which your handheld is connected.
Select the communication port to which your handheld is connected, or check the "Detect" box to scan for the port automatically.
Connection:
USB-PIN: 202C37F8
Detect communication port
< Back
Next >
Cancel

Figure 17-4: Troubleshoot your connection if necessary.

The Handheld Application Selection screen appears, as shown in Figure 17-5. This screen lists the applications that are already installed on your BlackBerry.

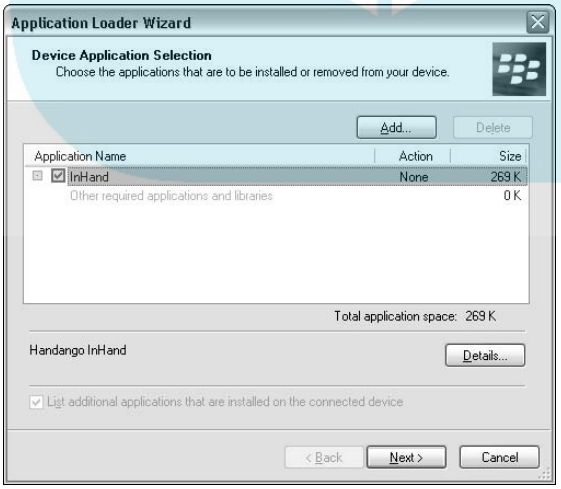


Figure 17-5: Applications installed on your BlackBerry.

DropBooks

4. **Click the Add button.**

   An Open file dialog box appear, which you use to locate the ALX file of the application you want to install.

5. **Locate the ALX file and then click Open.**

   You return to the Handheld Application Selection, where you can see BlackChat as one of the applications in the list, as shown in Figure 17-6.

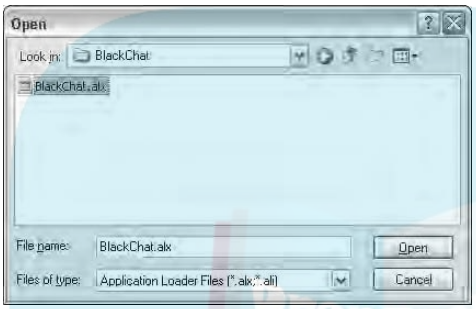


Figure 17-6: We found the ALX file.

6. **Click Next.**

   Doing so brings up the confirmation screen, listing the application to be installed.

7. **Click Finish.**

   The installation process starts, and a progress window appears. When the progress window disappears — and if all went well — the application is on your BlackBerry.

Encountering an invalid signature error



If you encounter an invalid signature error when installing an application (see Figure 17-7) and your employer gave your BlackBerry to you, you do not have permission to install applications on your BlackBerry. Permissions on your BlackBerry are controlled by IT policy and the software configuration assigned to your device through the BlackBerry Enterprise Server.

Using alternatives to Application Loader

Although this chapter covers installing an application by using Application Loader through your PC, another way to install applications is wirelessly through an OTA (over the air) download. See Chapter 10 for more on wireless installations.

DropBooks

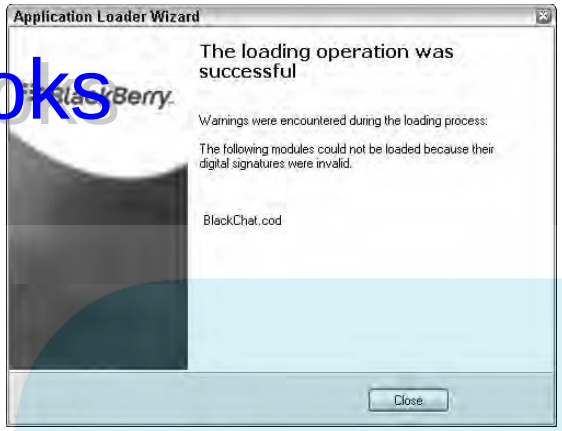

Application Loader Wizard
The loading operation was successful
BlackBerry
Warnings were encountered during the loading process:
The following modules could not be loaded because their digital signatures were invalid.
BlackChat.cod
Close

Figure 17-7: The invalid signature error.



Another way for an application to be installed on your BlackBerry is through a BlackBerry Enterprise Server (BES) wireless install. In this case, you have no control over the installation process. Your company's BlackBerry system administrator controls which applications are and are not on your BlackBerry.

Uninstalling an Application

You can uninstall an application in two ways: using Application Loader or using your BlackBerry handheld.

As in the preceding section on installing, we use BlackChat as an example and assume that you already installed the BlackChat application. Of course, you can follow the same steps for uninstalling other applications.

Uninstalling by using Application Loader

The steps to uninstalling a BlackBerry application are similar to the steps for installing:

1. **On your PC, launch Application Loader and then click Next.**
2. **Enter your password (refer to Figure 17-3).**

   If your handheld isn't connected properly, you see the Communication Port Selection screen (refer to Figure 17-4). Connect your BlackBerry to the USB cable and connect the USB cable to the PC.

DropBooks

After entering your password, you see the Handheld Application Selection screen, which lists the applications on your BlackBerry. (Refer to Figure 17-5.)

3. **Use the mouse to scroll to the application you want to delete (BlackChat, in this example) and clear its check box.**

   Notice that the Action column for BlackChat is Remove, as shown in Figure 17-8.

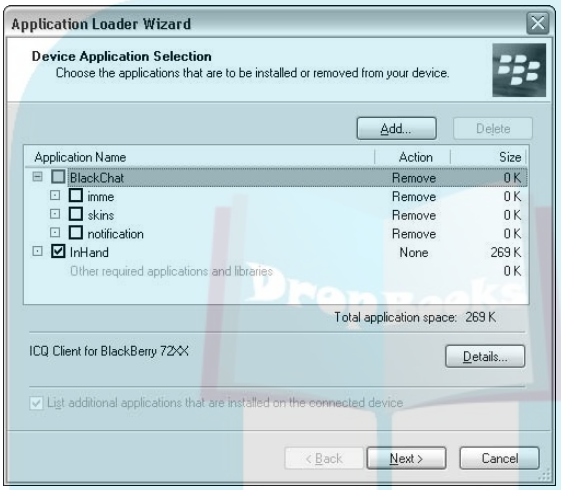


Figure 17-8: Deselect a program check box to uninstall it.

4. **Click Next.**

   A confirmation screen appears, confirming that Application Loader will uninstall what you selected.

5. **Click Finish.**

   The uninstall process starts, and a progress window appears. When the progress window disappears, you have uninstalled the application from your BlackBerry.

Uninstalling by using your BlackBerry handheld

When you're on the run and don't have access to your PC, you can still uninstall an application from your BlackBerry handheld.

DropBooks

Follow these steps to uninstall BlackChat (or an application of your choice) from your BlackBerry handheld:

1. **Select the options (wrench) icon from the BlackBerry Home screen.**

   Doing so opens the Options application.

2. **Select Advanced Options, and then select Applications.**

   You see a list of applications installed on your BlackBerry, as shown in Figure 17-9.

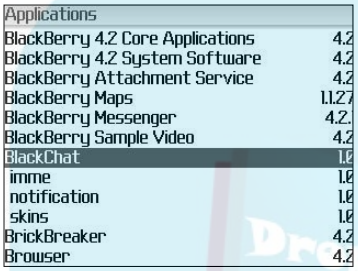


Figure 17-9: The list of applications installed in your BlackBerry.

3. **Scroll to the application you want to delete (BlackChat, in this example) and then press the trackball.**

4. **Scroll to Delete on the menu that appears (see Figure 17-10), and press the trackball again.**

   A confirmation dialog box appears.

5. **Select Delete to confirm the deletion.**

   You are given a choice to restart now or at a later time. After restarting, the deleted application is uninstalled.

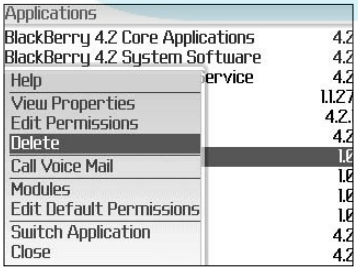


Figure 17-10: Deleting an application.

DropBooks

Upgrading Your BlackBerry OS

The latest BlackBerry OS update comes from software called *BlackBerry Handheld Software,* which is available from your network service provider or your BlackBerry system administrator. The handheld software may differ from provider to provider, so it's important that you get it from the service provider's Web site. We compiled a location of the download pages for different service providers at `www.blackberryfordummies.com/bhs.html`.

In this section, we assume that the latest BlackBerry Handheld Software for your BlackBerry model is already installed on your PC. For help with installing BlackBerry Handheld Software, refer to the instructions that come with it.



Although this section is about upgrading your BlackBerry OS, we want to first let you know that you should upgrade your BlackBerry OS only when you have to or are told to by your network service provider or your corporate BlackBerry system administrator. We (slightly) discourage you from upgrading your BlackBerry OS because we believe that when it comes to BlackBerry OS, why ruin a good thing? Only when the good thing turns bad or a better thing comes along should you attempt to upgrade your OS.

Don't get us wrong: The folks at RIM have made upgrading your OS as simple as can be. But like upgrading the OS on any other computing device (including your PC), the risk of losing data is always there — as well as the risk that things that won't work as well as before.

To address the risk of information loss, RIM designed Application Loader to automatically back up for you as part of the OS upgrade. However, our experience has taught us to perform a full backup manually as an extra precaution. There have been times where the backup by Application Loader didn't achieve a full backup; see Chapter 19 for more on backing up data manually.

Now that we're finished with our disclaimer, it's upgrade time!

After you finish a manual backup of your BlackBerry, you can start the upgrade process by doing the following:

1. **After entering your BlackBerry password into BlackBerry Desktop Manager on your PC, double-click Application Loader on the Desktop Manager screen.**

   Doing so opens the Application Loader Wizard welcome screen (refer to Figure 17-2).

DropBooks

2. **Click the Next button.**

   A list of software appears, as shown in Figure 17-11.

3. **Using your mouse, you can opt out of the OS upgrade by unchecking the OS portion (BlackBerry 4.1 System Software in Figure 17-11), which is listed in the top portion of the screen.**



   The OS is listed only if you need an update — it means that your BlackBerry OS is out of date. If the OS doesn't appear in the list, the handheld software you installed on the desktop machine is the same as the one installed on your device, or a prior version compared to the one installed on your device.

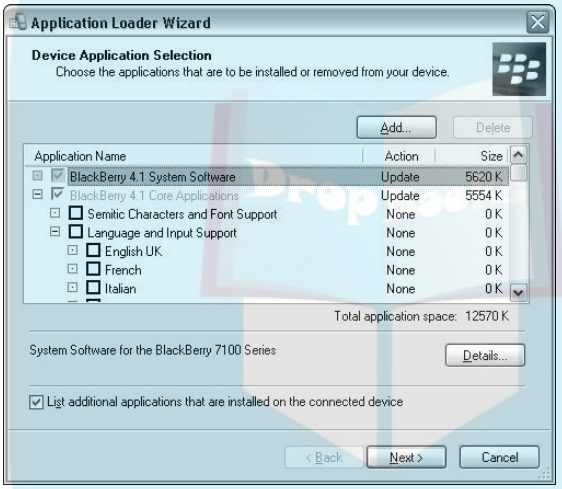


Figure 17-11: Application updates that are available.

4. **Click the Next button.**

   The Application Device Backup screen appears, as shown in Figure 17-12. This is where you decide whether you want to back up your BlackBerry content before upgrading your OS.



   We recommend that you do select the Automatically Backup option even if you already backed up your BlackBerry information manually.

5. **Select the top radio button to run an automatic backup, and then click Next.**

   A summary page appears to confirm your actions. See Figure 17-13.

6. **Click the Finish button.**

   The BlackBerry OS upgrade starts, complete with a progress window showing a series of steps and a progress bar. The entire process takes ten minutes or more, depending on your BlackBerry model and the OS version you are upgrading to.

DropBooks

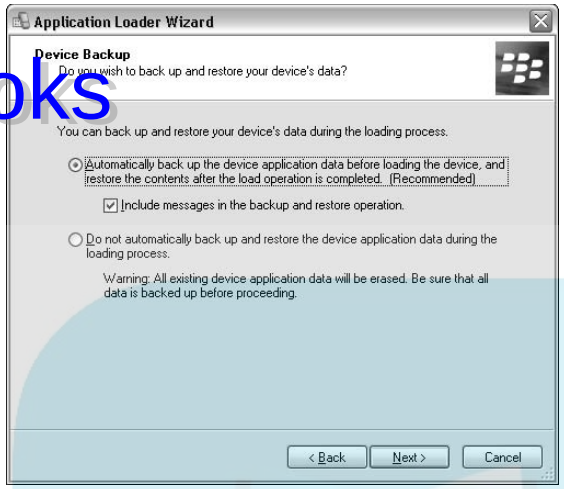

Application Loader Wizard
Device Backup
Do you wish to back up and restore your device's data?
You can back up and restore your device's data during the loading process.
Automatically back up the device application data before loading the device, and restore the contents after the load operation is completed. (Recommended)
Include messages in the backup and restore operation.
Do not automatically back up and restore the device application data during the loading process.
Warning: All existing device application data will be erased. Be sure that all data is backed up before proceeding.
< Back
Next >
Cancel

Figure 17-12: The Application Device Backup screen.

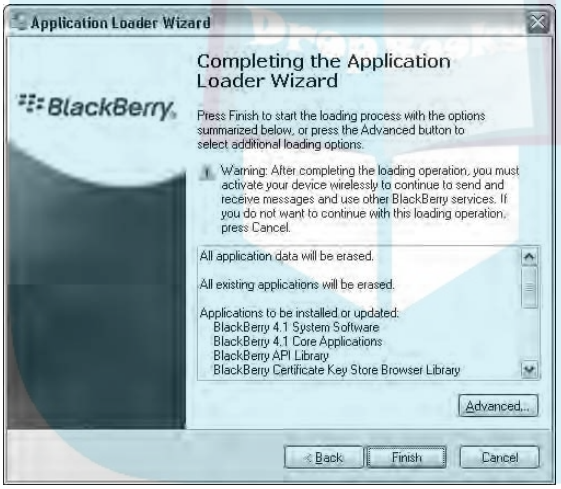

Application Loader Wizard
Completing the Application Loader Wizard
BlackBerry
Press Finish to start the loading process with the options summarized below, or press the Advanced button to select additional loading options.
Warning: After completing the loading operation, you must activate your device wirelessly to continue to send and receive messages and use other BlackBerry services. If you do not want to continue with this loading operation, press Cancel.
All application data will be erased.
All existing applications will be erased.
Applications to be installed or updated:
BlackBerry 4.1 System Software
BlackBerry 4.1 Core Applications
BlackBerry API Library
BlackBerry Certificate Key Store Browser Library
Advanced...
< Back
Finish
Cancel

Figure 17-13: The summary page.



At times during the BlackBerry OS upgrade, your BlackBerry display will go on and off. Don't worry; this is normal.

When the progress window disappears, the OS upgrade is complete.

Perform a full manual backup yourself before attempting to upgrade your BlackBerry OS.

DropBooks

DropBooks

Chapter 18

Switching Devices

In This Chapter

- Switching from BlackBerry to BlackBerry
- Switching from non-BlackBerry to BlackBerry

Wouldn't it be nice if you could just tell one device to make its data available to another? That's the future. But right now, RIM wants your experience of switching devices as painless to be as possible. That's why they've added an application called Switch Device Wizard to the suite of applications in BlackBerry Desktop Manager.

This chapter makes it easier for you to switch your device and will give you the scoop on using Switch Device Wizard.



Most companies don't want their employees running Switch Device Wizard, especially when they have BlackBerry Enterprise Server taking care of synching data from an older BlackBerry. So, if you are holding a company-owned BlackBerry, it's likely that you won't find Switch Device Wizard on your installation of BlackBerry Desktop Manager. In that case, you can skip this chapter.

Switching between BlackBerries

Switching from a BlackBerry to a BlackBerry is no big deal. Let's say you just got a new BlackBerry and want to jump-start it with the programs and data you have on your older BlackBerry. Basically, you just back up your old BlackBerry and then load that backup to your new device. If you've done a backup and restore, the following steps should be familiar, only this time you do it through Switch Device Wizard:

1. **On your PC, choose Start➪Programs➪BlackBerry➪Desktop Manager.**

   This takes you to the Desktop Manager screen, where you can find Switch Device Wizard, as shown in Figure 18-1.

DropBooks



Figure 18-1: Launch the Switch Device Wizard here.

2. **From the Desktop Manager screen, double-click the Switch Device Wizard icon.**

   The Switch Device Wizard screen appears, displaying an option for you to choose whether to switch from BlackBerry to BlackBerry or from non-BlackBerry to BlackBerry. In this case, you are interested in BlackBerry to BlackBerry.

3. **Click the image next to Switch BlackBerry devices.**

   A screen appears, telling you to connect your current (old) BlackBerry to your PC.

4. **Connect your old BlackBerry to your PC with the USB cable, and then click the Next button.**

   The next screen lets you verify that your old BlackBerry is connected properly, as you can see in Figure 18-2. The Connection setting on this screen should display the PIN of your old BlackBerry.

5. **Click the Next button.**

6. **Decide whether to include user data and third-party applications.**

   If you want all the data, leave the screen untouched, because this will back up everything. Third-party applications are all the programs you installed (that is, the ones that did not come with the device originally).

7. **Click the Next button.**

   A status screen appears, showing the progress of the backup operation. When the backup is finished, the next screen instructs you to connect your new BlackBerry.

8. **Connect your new BlackBerry and then click the Next button.**

   The next screen, which is similar to Figure 18-2, lets you verify that your new BlackBerry is connected properly. The Connection setting on this screen should display the PIN of your new BlackBerry.

DropBooks

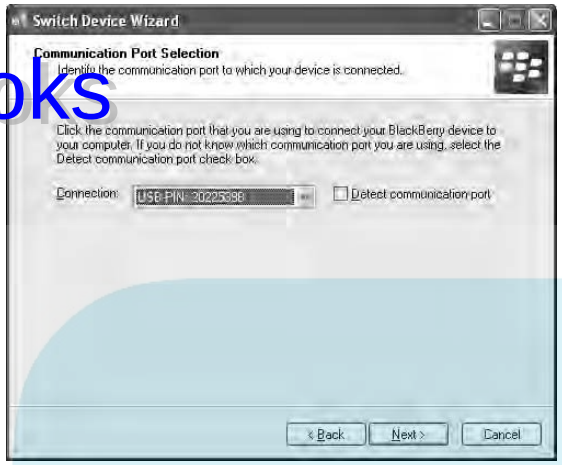

Switch Device Wizard
Communication Port Selection
Identify the communication port to which your device is connected.
Click the communication port that you are using to connect your BlackBerry device to your computer. If you do not know which communication port you are using, select the Detect communication port check box.
Connection:
USB PIN: 3025398
Detect communication port
< Back
Next >
Cancel

Figure 18-2: Verify that your old BlackBerry is connected to the PC here.

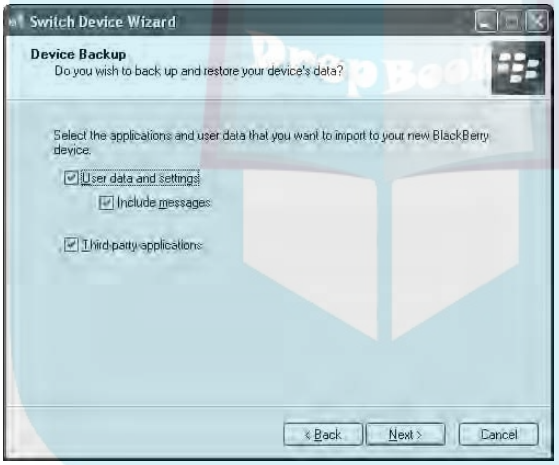

Switch Device Wizard
Device Backup
Do you wish to back up and restore your device's data?
Select the applications and user data that you want to import to your new BlackBerry device.
User data and settings
Include messages
Third-party applications
< Back
Next >
Cancel

Figure 18-3: Choose what to include in the backup process.

9. **Click the Next button.**

   This takes you to a screen similar to Figure 18-4, which tells you what will be restored to the new device. Nothing has been done to your new device yet, and this is the last opportunity for you to cancel the operation.

10. **Click the Finish button.**

    A progress screen appears, showing you the loading process.

11. **When the Success screen appears, click the Close button.**

DropBooks

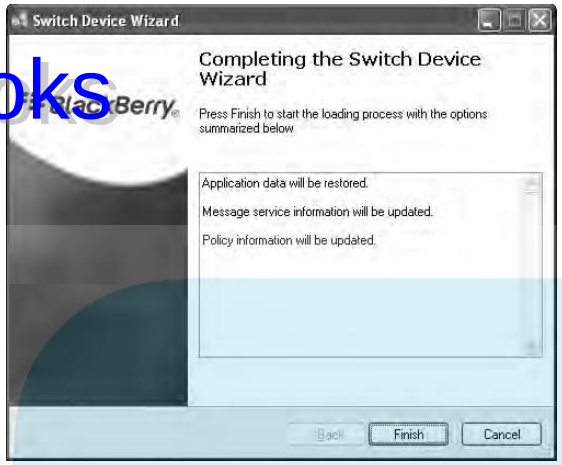

Switch Device Wizard
Completing the Switch Device Wizard
BlackBerry
Press Finish to start the loading process with the options summarized below
Application data will be restored.
Message service information will be updated.
Policy information will be updated.
Back
Finish
Cancel

Figure 18-4: Confirming the loading of data to your new BlackBerry.

Switching from a Non-BlackBerry Device

Switch Device Wizard supports two types of non-BlackBerry devices: Palm and Microsoft Windows Mobile. This doesn't mean that you won't be able to import your old data if you have another device. The Switch Device Wizard just makes it simpler for these two types of devices. You may want to check Chapter 16 for synchronization options to your Desktop PIM application if your old device is neither Palm nor Microsoft Windows Mobile.

Palm device requirements

For Switch Device Wizard to port data from Palm to BlackBerry, there are three prerequisites:

- Your PC must be running Windows 2000 or later.
- Palm Desktop software version 4.0.1, 4.1, 4.1.4, or 6.0.1 must be installed on the desktop.
- The Wizard uses the Palm Desktop software, so make sure that it is still synchronizing properly with the Palm device.

Windows Mobile device requirements

The following list gives a rundown of the things you need for the Wizard to work properly with a Windows Mobile device:

DropBooks

- Your PC must be running Windows 2000 or later.
- Microsoft ActiveSync version 4.0.1, 4.1, 4.1.4, or 6.0.1 must be installed on your PC.
- The Mobile device should be running one of the following operating systems: Microsoft Windows Mobile 2000, 2002, 2003, 2003SE, or 2005/5.0 for Pocket PC or Microsoft Windows Mobile SmartPhone software 2002, 2003, or 2003 SE.

Running the Wizard

Before you run the Wizard, make sure that all the requirements for your device are in place. We also recommend that you hot-sync your Palm or Windows Mobile device to make sure that the data you're porting to your BlackBerry is current.

Although the following steps migrate Palm data into the BlackBerry, the steps are similar for Windows Mobile as well. We indicate at what point the steps vary. Do the following to get your other device's data migrated over to your new BlackBerry:

1. **Connect both the Palm device and the BlackBerry to your desktop computer.**
2. **On your PC, choose Start⇨Programs⇨BlackBerry⇨Desktop Manager.**

   The Desktop Manager screen appears (refer to Figure 18-1).
3. **Double-click the Switch Device Wizard icon.**

   The Switch Device Wizard screen appears.
4. **Click the image next to Switch from Another Device to BlackBerry Device.**

   The welcome screen appears, shown in Figure 18-5, describing what the tool is capable of doing.


Welcome to the Migration Wizard
This tool enables you to import personal information management (PIM) data from a Palm®/Treo™ device or a Windows® Mobile™-based device to your BlackBerry® device. You can import contacts, calendar entries, tasks, and memos.
Note: To import PIM data, your computer must be running Microsoft® Windows 2000 or later.
Verify that both the Palm/Treo device or Windows Mobile device and your BlackBerry device are connected to your computer.
Click Next to begin.
Next >
Cancel

Figure 18-5: Migrating data from a non-BlackBerry device.

DropBooks

5. **Click the Next button.**

   This will take you to the screen where you choose whether you are migrating from Palm or Windows Mobile, as shown in Figure 18-6. Note that the Wizard is intelligent enough to enable the option associated to the connected device, which in this case is the Palm device.

6. **Click the Next button.**

   A message screen appears, shown in Figure 18-7, reminding you that the process will try to hot-sync Palm. This shouldn't do anything if you already performed a hot-sync before running the Wizard.

7. **Click the OK button.**

   A progress screen appears. Before the data is applied to your new BlackBerry, the Wizard lets you confirm it. An example for Address Book entries is shown in Figure 18-8. You may click the Details button if you want to know the records that the Wizard is trying to apply. Or if you just want the data migrated, click the Accept button.

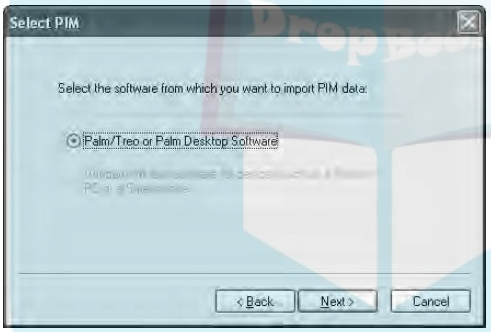


Figure 18-6: The Wizard has already selected which device to port.

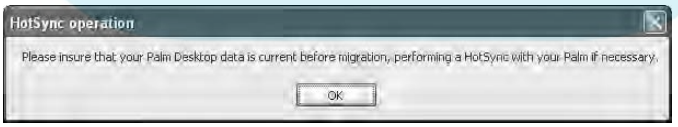

HotSync operation
Please insure that your Palm Desktop data is current before migration, performing a HotSync with your Palm if necessary.
OK

Figure 18-7: A message for hot-syncing your device.

DropBooks

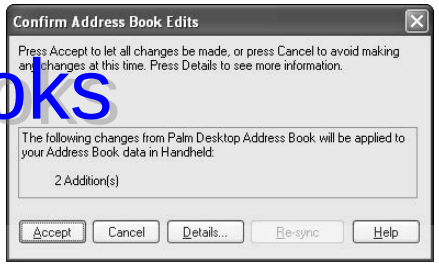

Confirm Address Book Edits
Press Accept to let all changes be made, or press Cancel to avoid making any changes at this time. Press Details to see more information.
The following changes from Palm Desktop Address Book will be applied to your Address Book data in Handheld:
2 Addition(s)
Accept
Cancel
Details...
Re-sync
Help

Figure 18-8: Confirm the importing of data here.

8. **Click the Accept or Cancel button on any confirmation screens that appear.**

   The wizard migrates all the data you accepted. When the migration process is finished, a success screen appears.

9. **Click the Finish button.**

DropBooks

DropBooks

Chapter 19

Protecting Your Information

In This Chapter

- Performing a full backup of your BlackBerry information
- Scheduling automatic backups
- Restoring from backups
- Selectively backing up information

Imagine that you left your BlackBerry in the back of a cab or on the train. You've lost your BlackBerry for good. Okay, not good. So what happens to all your information? Have you lost it forever? What about information security? Can anyone have unauthorized access to your personal information?

One thing that you *don't* need to worry about is information security — assuming that you set up a security password on your BlackBerry. With security password protection, anyone who finds your BlackBerry has only ten chances to enter the correct password; after those ten chances are up, it's self-destruction time. Although it's not as smoky and dramatic as what you see on *Mission Impossible,* your BlackBerry does erase all of its information in such a scenario, thwarting your would-be data thief. Therefore, set up a password for your BlackBerry! For information on how to do so, refer to Chapter 3.

What you *do* need to worry about is how to get back all your information on your BlackBerry. If you're like us and you store important information on your BlackBerry, this chapter is for you. Vital information such as clients' and friends' contact information, notes from phone calls with clients — and, of course, those precious e-mail messages — should not be taken lightly. Backing up this information is a reliable way to protect it from being lost forever.

In this chapter, we show you how you can prevent losing information on your BlackBerry by backing it up on your PC. Then we show you how to restore and recover the information you've backed up.

DropBooks

Accessing Backup and Restore

Backup and Restore is a mini-application within BlackBerry Desktop Manager (BDM). For instructions on installing BDM, see Chapter 17. After BlackBerry Desktop Manager is installed on your PC, you can connect your BlackBerry to your PC by using the USB cable that came with your BlackBerry. If everything is set up properly, you see a pop-up window on your PC prompting you to type your BlackBerry security password. After you enter your correct password, the BlackBerry is connected to the PC.

To access Backup and Restore, double-click the Backup and Restore icon on the BlackBerry Desktop Manager screen on your PC. Doing so opens the Backup and Restore screen (see Figure 19-1). At this point, you're ready to back up or restore information from or to your BlackBerry.

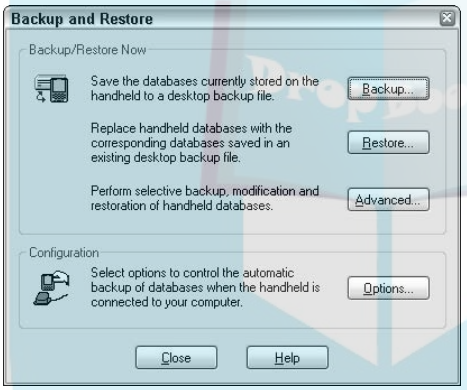

Backup and Restore
Backup/Restore Now
Save the databases currently stored on the handheld to a desktop backup file.
Backup...
Replace handheld databases with the corresponding databases saved in an existing desktop backup file.
Restore...
Perform selective backup, modification and restoration of handheld databases.
Advanced...
Configuration
Select options to control the automatic backup of databases when the handheld is connected to your computer.
Options...
Close
Help

Figure 19-1: The Backup and Restore screen.

Backing Up BlackBerry Style

We all know that backing up your data provides tremendous peace of mind. So do the folks at RIM, which is why they made backing up your information quite easy. Your BlackBerry can be backed up manually or by autopilot.

Backing up your BlackBerry manually

To back up your BlackBerry manually, follow these steps:

1. **From the BDM screen, double-click the Backup and Restore icon.**

   The Backup and Restore screen appears (refer to Figure 19-1).

DropBooks

2. **Click the Backup button.**

   The dialog box shown in Figure 19-2 appears so that you can name the backup file and determine where you want it saved on your PC.

3. **Name your backup file and choose a place to save it.**

4. **Select Save.**

   BlackBerry Desktop Manager automatically starts backing up your BlackBerry information onto your PC. You can follow the backup progress in the Transfer in Progress window that appears (see Figure 19-3).

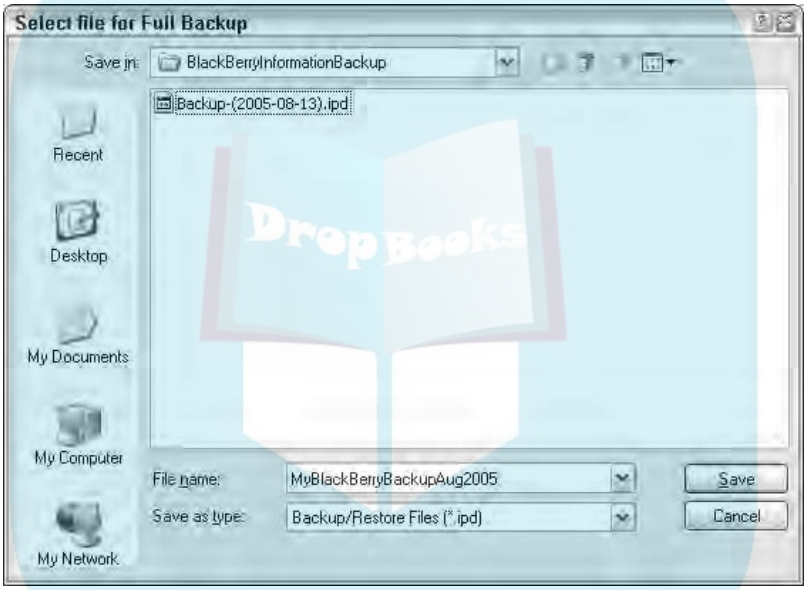


Figure 19-2: Set where to save your backup file.

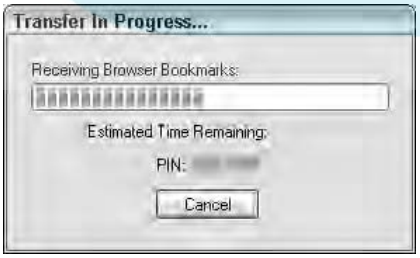


Figure 19-3: A backup is in progress.



DropBooks

Do not unplug your BlackBerry from the PC until the backup process finishes! Depending on how much information you have on your BlackBerry, the backup might take five to ten minutes to finish.

5. **When the Transfer in Progress window disappears, you are finished with the BlackBerry backup process and may unplug the device from the PC.**

Setting up automatic backups

What is better than backing up your information once? Remembering to back up regularly! What's better than regularly backing up? You guessed it — having your PC and BlackBerry run backups automatically. After you schedule automated backups of your BlackBerry, you can really have peace of mind when it comes to preventing information loss.

To set up an autobackup:

1. **From the BDM, double-click the Backup and Restore icon.**

   The Backup and Restore screen appears.

2. **Click the Options button.**

   The Backup and Restore Options screen appears, shown in Figure 19-4, where you can schedule automatic backups.

3. **Select the Automatically Backup My Handheld Every option.**

   This enables you to configure more options (check boxes and options become active), such as how often Desktop Manager should back up your BlackBerry.

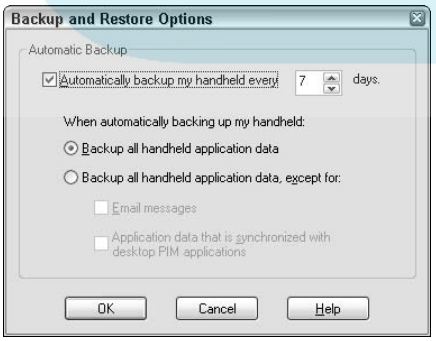


Figure 19-4: Set autobackups here.

DropBooks

4. **In the numeric Days field, select a number of days between 1 and 99.**

   This interval sets how often your BlackBerry will be backed up. For example, if you enter 14 days, your BlackBerry is be backed up every 14 days.

5. **Select the Backup All Handheld Application Data option.**

   This backs up all the data on your BlackBerry each time autobackup runs.



   Although you have the option to exclude e-mail messages and information, such as from Address Book, to-do's, and memos, we recommend that you back up everything each time without any exclusion.

6. **Confirm your settings by clicking OK.**

   Now you can go on with your life without caring too much about backing up information on your BlackBerry.



To run a backup, you need to connect your BlackBerry to your PC. Thus, if you travel often or just don't link your BlackBerry to your PC often, make sure you plug your BlackBerry into your PC once in a while so autobackup has a chance to back up your information.

A Full Restore from Backup Information

We hope that you never have to read this section more than once because every time you perform a full restore from a backup, it probably means you've lost information that you had hoped to find from the backup you created on your PC.

The steps to fully restoring your backup information are simple:

1. **From the BDM, double-click the Backup and Restore icon.**

   The Backup and Restore screen appears.

2. **Click the Restore button.**

   Doing so brings up a typical Open file dialog box, asking you where the backup file is located on your PC.

3. **Choose a backup file and then click Open.**

   A Warning window appears (see Figure 19-5), alerting you that you're about to overwrite existing information.

DropBooks

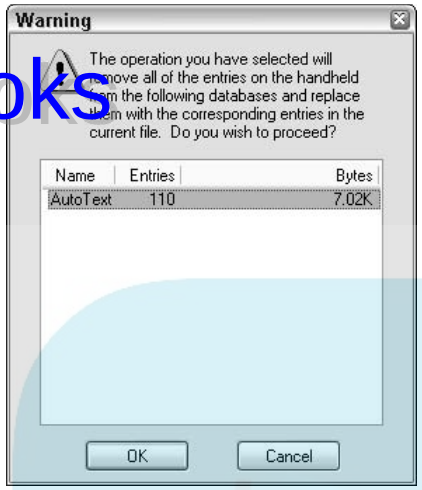

Warning
The operation you have selected will remove all of the entries on the handheld from the following databases and replace them with the corresponding entries in the current file. Do you wish to proceed?
Name
Entries
Bytes
AutoText
110
7.02K
OK
Cancel

Figure 19-5: Be careful when overwriting existing info.

4. **From this Warning window, click OK to proceed with the full restore.**

   A progress bar similar to the one in Figure 19-3 appears, showing the progress of the full restore.

   It might take a while for the full restore to finish. Do not unplug your BlackBerry from your PC during this time!



5. **When the progress bar disappears, you're finished with the restore process and may unplug the device from the PC.**

Protecting Your Data, Your Way

A certain burger joint and BlackBerry have in common that you can have it *your way* with their products. Just like you can get your burger with or without all the extras (such as pickles and onions), you can choose to not back up and restore things that you know you won't need.

For example, say you've accidentally deleted all your Browser bookmarks and now you want them back. The thing *not* to do is to restore all the information from your last backup, which could potentially be more than 90 days old (depending on how often your autobackup runs, if it does). Doing so might overwrite other information, such as e-mail or your Address Book contacts. The easiest thing to do is to use the selective backup and restore function in BlackBerry Desktop Manager and restore *only* Browser bookmarks.

DropBooks

The same idea goes with backing up. If you are a big e-mail user and your mailbox is constantly growing, you can choose to back up just your e-mails and nothing else.

In this section, we use the term *databases.* Don't worry; this isn't as technical as you think. Think of a database as an information category on the BlackBerry. For example, saying, "backing up your Browser bookmarks database" is just a fancy way of saying, "backing up all your Browser bookmarks on your BlackBerry."

We start with a selective backup and then describe a selective restore.

Backing up, your way

To show you how to perform selective backups, we back up just e-mails and Browser bookmarks. To back up selectively, follow these steps:

1. **From the BDM, double-click the Backup and Restore icon.**

   The Backup and Restore screen appears.

2. **Click the Advanced button.**

   The advanced Backup/Restore screen appears, as shown in Figure 19-6. On the right side of the screen are the different information categories, or *databases,* of your BlackBerry.

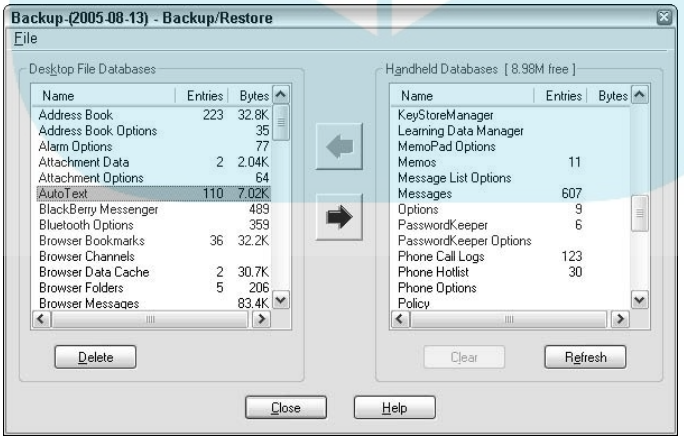


Figure 19-6: The advanced Backup/Restore screen.

DropBooks

3. **In the left list, Ctrl+click Browser Bookmarks and Browser Messages as the databases you want to back up. Then click the left-facing arrow (the backup arrow).**

   A progress bar moves while your BlackBerry is backed up selectively. This step merely transfers the databases onto your PC; it does not save them. When the backup transfer is finished, you can see the two databases on the left side of the window.

4. **Choose File➪Save As.**

5. **Name your file and specify where you want to save it on your PC.**



You still need to manually save the backup file on your PC even after you choose a location for the file in Step 3. A selective backup does not automatically save your backup on your PC.

Restoring, your way

Selective restoring works in a similar way to a selective backup. However, when restoring, you need to already have a backup file to restore from. Although this might sound obvious to you, the point we are making is that you can selectively restore from any backup, auto or manual. For example, say you have autobackup running every other day, and you want to restore only your e-mail messages from two days ago. You don't need to do a full restore because that might overwrite some of the new contacts in your Address Book. Rather, you can use the selective restore method and get back only your e-mail messages.

To restore your way, follow these steps:

1. **From the BDM, double-click the Backup and Restore icon.**

   The Backup and Restore screen appears.

2. **Click the Advanced button.**

   The advanced Backup/Restore screen appears (refer to Figure 19-6). The right side of the screen displays your BlackBerry's different information categories, or databases.

3. **Choose File➪Open.**

   This opens an window where you can choose which backup file you want to restore from.

   A BlackBerry backup file has an `.ipd` suffix.



4. **Select a backup file and then click the Open button.**

   The different information categories, or databases, appear on the left side of the screen. You are now ready for a selective restore.

DropBooks

5. **Select the categories, or databases, of your choice.**

   You can select multiple databases by Ctrl+clicking the databases you want.

6. **Click the right-facing arrow (the Restore arrow).**

   You will likely see a Warning window asking whether you want to replace all the information with the data you are restoring (refer to Figure 19-5).



   If your BlackBerry has the same categories as the ones you are restoring (which is likely), you will overwrite any information you have on your BlackBerry.

   You can confidently click OK if you know that the database you're restoring has the information you're looking for.

7. **From the Warning window, click OK.**

   A progress bar similar to the one in Figure 19-3 appears while the selective restore is in progress. When the progress bar window disappears, the information categories that you've selected are restored on your BlackBerry.

Clearing BlackBerry information, your way

You can also selectively clear, or delete, information on your BlackBerry from BlackBerry Desktop Manager. And when would you use selective deletion? Suppose you want to clear only your phone logs from your BlackBerry. One way is to tediously select one phone log at a time and press Delete, and then repeat that until all phone logs are deleted. However, a faster way is to use selective deleting. The idea is to delete a database from the advanced Backup/Restore screen by using the Backup and Restore function.

Perusing backup BlackBerry files

Whether you use the one-button-push backup method or you manually back up your file, the file is saved on your PC as an `.ipd` file. For those curious readers out there, you might be asking, "Can I read these backup files without a BlackBerry?" The answer is yes! With a third-party product called ABC Amber BlackBerry Converter, you can view any `.ipd` file. You might be asking, "What is the purpose?" Well, if you somehow lost your BlackBerry but need to read an old e-mail or get contacts out of your backup files, this tools allows you to convert anything in your backup file (e-mails, SMS messages, PIM messages, and contacts) into PDF or Word documents. For more information and to try out ABC Amber BlackBerry Converter for free, go to `www.processtext.com/abcblackberry.html`.

DropBooks

To selectively delete databases on your BlackBerry, follow these steps:

1. **From BDM on your PC, double-click the Backup and Restore icon.**

   The Backup and Restore screen appears.

2. **Click the Advanced button.**

   The advanced Backup/Restore screen appears (refer to Figure 19-6). The right side of the screen displays your BlackBerry's different information categories, or databases.

3. **Ctrl+click the database(s) you want to delete.**

   This highlights the database(s).

4. **Click the Clear button on the right side of the screen.**

   A Warning window appears, asking you to confirm your deletion.

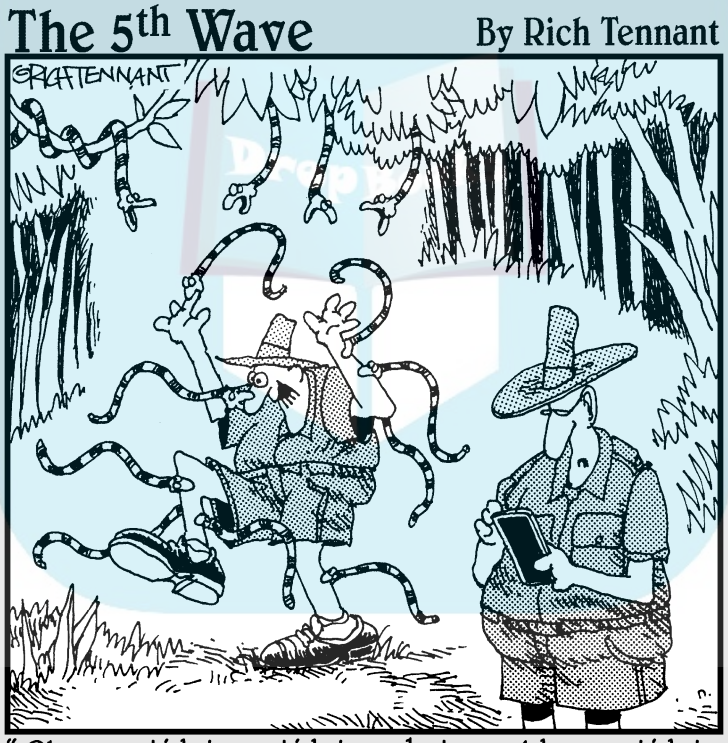
5. **Click OK.**

   A progress bar appears, showing the progress of the deletion. When the progress bar disappears, the information categories you selected are cleared from your BlackBerry.

DropBooks

Part V

The Part of Tens



"Okay antidote, antidote, what would an antidote icon look like? You know, I still haven't got this desktop the way I'd like it."

DropBooks

In this part . . .

If the earlier parts of this book are the cake and frosting, this part is the cherry on top. Delve into these five short but sweet chapters to find out how to accessorize your BlackBerry, boost your productivity, play games, and max your BlackBerry experience. And remember that you can always visit us for an up-to-date Part of Tens at www.BlackBerryForDummies.com.

DropBooks

Chapter 20

Ten Great BlackBerry Accessories

In This Chapter

- microSD card
- Stereo headphones
- Belt clip
- Screen protector
- Extra battery
- Charger
- Bluetooth hands-free headset
- Full keyboard
- External speakerphone
- Car mount

The BlackBerry retail box contains a few essentials: a battery, a charger, and a belt clip. If you're like us, though, you're not satisfied with what is included in the box. In this chapter, we present the accessories that we think supplement your BlackBerry well — and also where to shop for them. Please check our companion Web site, `www.blackberryfordummies.com`, for an updated list.

A microSD Card

Your new BlackBerry normally doesn't come with external memory, or a microSD card. And we bet that is the first thing you'll be looking for after you get your BlackBerry. Many electronic gadgets use microSD cards, so they're easy to find.

A normal price range at the time of this writing is $5 to $25 for a 1G capacity, and $12 to $50 for a 2G capacity. A wide price range, right? Your best bet of

DropBooks

finding a good deal is on the Internet. We found a 1G card for $6.14 on Amazon and $5 at Buy.com. Special promotions come and go, but we noticed that there's always a good deal somewhere. So, instead of listing a specific site to go to, our best advice is to just shop around. And for any purchase on the Internet, take into consideration the shipping and handling costs plus the return policy of the vendor. Any brand will do, as long as you make sure that you are purchasing a microSD card.

Stereo Headphones

Although your new BlackBerry is a stereo music player, it doesn't come with stereo headphones. You will definitely yearn for stereo sound the moment you listen to or watch video clips on your BlackBerry. A quick search on the Internet for your BlackBerry model and *stereo headphones* will yield many results. The key is to make sure that the headphones support your BlackBerry model and have good reviews. You could spend $30 to $200. Here are several that we liked:

- BlackBerry Stereo Headset for the BlackBerry 8800 and Pearl
- Motorola HT820 Bluetooth Stereo Headphones for the BlackBerry 8300
- Seidio 2-in-1 Foldable Headphones for the BlackBerry 8800 and Pearl
- Motorola S805 Bluetooth DJ Headphones with A2DP and AVRCP for the BlackBerry 8300
- Sony Ericsson HBH-DS970 Bluetooth Stereo Headphones for the BlackBerry 8300
- Nokia BH-601 Bluetooth Stereo Headphones for the BlackBerry 8300

A Belt Clip

Regardless of which BlackBerry model you have, the belt clip that comes with it does the job, even if lacks that personal touch. If you want a new case, you have plenty to choose from, with looks ranging from sporty to professional. These cases will set you back anywhere from $20 to $40, which isn't too bad for looking hip.

Here's where you can buy a new belt clip:

- `www.bberry.com`
- `www.blackberryden.com`

DropBooks

- www.blackberrysource.com
- www.blackberrystuff.com



When you buy a new belt clip, buy one made specifically for your BlackBerry model.

A Screen Protector

If the protector case described in the preceding section is a bit stressful for your wallet, try Screenguardz, which costs about $10. Screenguardz protects your screen from scratches. Go to the Screenguardz Web site, at www.screenguardz.com.

An Extra Battery

An extra battery for your BlackBerry will come in handy if you are a daily BlackBerry user. We recommend that you buy your battery only from Research In Motion (RIM), the maker of BlackBerry, and not from some other manufacturer because a faulty battery can damage your BlackBerry beyond repair.



Make sure the battery you buy is for your BlackBerry model.

You'll spend around $40 for the extra battery. You can buy one from the following sites:

- www.blackberrysource.com
- www.blackberrystuff.com
- shopblackberry.com (RIM's official store)

A Charger

If you watch video often on your BlackBerry, you know that the battery needs to be charged every couple of days. And if you're always on the go, you better have a portable charger on hand. The charger included with your BlackBerry is great to carry around town (and the world) because it has multiple adapters for different countries' electric plugs.

DropBooks

If you are a road warrior, we recommend the BlackBerry car charger. It will set you back around $30.

Make sure that the charger you buy is for your BlackBerry model.

You can get a BlackBerry car charger from the following:

- www.blackberrysource.com
- www.blackberrystuff.com
- shopblackberry.com (RIM's official store)

A Bluetooth Hands-Free Headset

If you're a frequent phone user, we definitely recommend that you pick up a Bluetooth hands-free headset. Even though a wired hands-free headset comes with your BlackBerry, the convenience of a wireless Bluetooth hands-free headset is hard to live without.

Plenty of Bluetooth headsets are on the market for you to choose from. Here are some with good reviews from people who bought them:

- Aliph Jawbone Noise Shield
- BlackBerry HS-655
- Jabra BT5020
- Motorola H700
- Plantronics Discovery 655
- Plantronics Explorer 320
- Sony Ericsson HBH-IV835

You probably need to spend anywhere from $50 to $140 for a Bluetooth hands-free headset. The best place to get one is good ol' Amazon: www.amazon.com.

A Full Keyboard

If you compose long e-mails or draft long proposals on your BlackBerry, a full-sized keyboard is perfect for you. You'll save typing time, and also save your thumbs from blistering.

DropBooks

You have your choice of Bluetooth and non-Bluetooth connection options.

A Bluetooth keyboard is the most convenient option for the obvious reasons that you don't have to carry cables and your BlackBerry can be positioned any way you want. For less than $100, you can own the cool Freedom Universal Bluetooth Keyboard, available at `www.bberry.com`.

Or you can buy the ThinkOutside Stowaway Shasta Bluetooth Keyboard for BlackBerry 7100, 8100, 8300, 8700, or 8800 series, available at `blackberrystuff.com` for $124.95.

For a non-Bluetooth connection option, you connect the keyboard by using the USB cable. Ranging from $130 to $240, you can get this type of keyboard from Man & Machine at `www.man-machine.com`.

An External Speakerphone

BlackBerry comes with a speakerphone, but if the sound quality from a small speaker just isn't good enough for you to comprehend the phone conversation while in a car, check out a wireless Bluetooth speakerphone:

- Blueant Blue Sonic Bluetooth for the BlackBerry 8300
- Com One Bluetooth Speakerphone for the BlackBerry 8300

For about $100, you can get either of them from `blackberrysource.com`.

A Car Mount

To complete your BlackBerry car experience, you need a place to mount your BlackBerry in your car with the Auto PDA Holder Kit. For about $30, your BlackBerry will be securely fastened to the Auto PDA Holder so that your BlackBerry is in your sight at all times. You can get an Auto PDA Holder Kit from `blackberrysource.com`.

DropBooks

DropBooks

Chapter 21

Ten Productive BlackBerry Applications

In This Chapter

- MyUtils 2.0
- WorldMate for BlackBerry
- BerryDialer
- Litefeeds
- eOffice
- VeriChat for BlackBerry
- bbSpell
- MidpSSH Mobile SSH Client
- Idokorro Mobile Desktop
- TrafficEdge

Up to this point in the book, we've shown you how you can be productive by multitasking with your BlackBerry. If you ever need help to be even more productive, here are ten applications that can help you get that extra squeeze. Please check our companion Web site for this book at `www.blackberryfordummies.com` for an updated list.

MyUtils 2.0

MyUtils 2.0 is a collection of utility tools, hence the name. You get MyClock, which is a beautiful rendition of a clock that you can program as a timer or a stopwatch. There's also the Holidays 2007 edition, which gives you public holidays from 39 countries and religious holidays from major religions.

DropBooks

You also get MyUnits, which is an advanced unit converter. MyTips quickly computes how much you have to tip after a meal, and conveniently splits the bill for you. Other tools include making your BlackBerry a flashlight, a currency converter, and an international dialing code finder. For about $15, you can use your PC to download MyUtils 2.0 from `www.handango.com`. Future upgrades are free.

WorldMate for BlackBerry

If you're a frequent flier, WorldMate is the application for you. You can get updated flight information on your BlackBerry for more than 800 airlines, so if your flight is delayed, you'll know in advance. You can also get local information about your destination, but the features don't stop there. WorldMate also has up-to-date weather forecasts, a currency converter, and world time. For about $75, you can buy WorldMate from Handango, and there is a trial version in case you want to check it out first. Use your PC to download WorldMate at `www.handango.com`.

BerryDialer

Nowadays, you have many options for lowering the cost of international calling. You could use Skype or other VOIP providers. Sometimes phone cards are cheaper for select countries and may also be convenient to use. With BerryDialer, you can store up to 100 phone card numbers. It also integrates with Address Book. When you want to call someone, BerryDialer gives you a convenient option to dial any one of those phone card numbers first. Check it out. For about $20, you can use your BlackBerry to download BerryDialer at `www.mobilesoftmarket.com`.

Litefeeds

Litefeeds is an RSS (Really Simple Syndication) reader that keeps you up-to-date on the information you care about — and you can add as many RSS feeds as you want. Think of RSS as a way to get many forms of information via a PC —

DropBooks

or in this case, your BlackBerry. Getting to your RSS feed is easy; you can synchronize with your online reader, post articles to your blog from your BlackBerry, and e-mail articles to friends. Not only that, you can receive e-mail alerts for important subscriptions, synchronize with Bloglines, view secure feeds such as your Gmail or corporate feeds, and bookmark articles to your del.icio.us account. You can read more about Litefeeds and how to download the reader at `www.litefeeds.com`.

eOffice

Your BlackBerry can view Microsoft Office documents, but it doesn't allow you to edit them — until now. Having eOffice is like having Office on your BlackBerry. Along with a full-size keyboard (see Chapter 20), your BlackBerry can be your office when you're away from the office. With eOffice, you can compose and edit Word, Excel, and other Office-compatible documents right from your BlackBerry. For about $200 (other pricing available), you can download eOffice from DynoPlex at `www.dynoplex.com`.

VeriChat for Blackberry

If you have accounts with more than one instant messaging application, such as AOL Messenger and Yahoo! Messenger, you can use VeriChat to log onto all of your instant message accounts by using just one application. What's even better is that this application uses an Internet connection, not SMS, so you're covered if you have an unlimited data plan. For about $35, you can use your PC to download VeriChat at `www.handango.com`.

bbSpell

BlackBerry Curve has a built-in spell checker, but if you own another BlackBerry model, did you ever wish you could proofread your e-mails for spelling errors? Well, with bbSpell you can. After installation, the spell checker is built into the Messages application. For about $35 per year, you can download bbSpell at `www.somedevelopers.com/download.htm`.

DropBooks

MidpSSH Mobile SSH Client

If you're a programmer or a system administrator, MidpSSH Mobile SSH Client will save you valuable time. You can log onto any Unix or Linux server just as you would from a PC. Imagine, you can log onto your servers from anywhere, without chugging along your laptop. This is an open source product, so you can download it for free. Go to `www.xk72.com/midpssh`.

Idokorro Mobile Desktop

How valuable is it to you to have access to your PC anywhere? The folks at Idokorro have an answer for you. With your handy BlackBerry, you can remotely access your PC as long as it is connected to the Internet and running Idokorro Mobile Desktop. When you buy the product, you install software that runs on your PC and software that runs on your BlackBerry. For $45, you can use your PC to download the product at `www.idokorro.com`.

TrafficEdge

With TrafficEdge, you can view traffic Web cam images right from your BlackBerry. If you're a road warrior, this is a must-have application to get the edge on traffic conditions. For a one-time fee of $9.99, you can use your BlackBerry to buy TrafficEdge. You can also download a 15-day free trial version. Check it out at `www.edgeq.com`.

DropBooks

Chapter 22

Ten Fun Games on Your BlackBerry

In This Chapter

- Suduku
- Bookworm
- Bass Assassin
- Raging Rivers
- Texas Hold 'em King
- Klondike
- Spider Solitaire
- Pro Golf Paradise
- Blockazoid
- Brain Up

Who says BlackBerry is all work and no play? True, you can get tons accomplished on your BlackBerry, but what you get accomplished doesn't necessarily need to be work related. Yes, you do have the BrickBreaker game that comes with your BlackBerry, but you can only beat it so many times before you get bored.

As the BlackBerry becomes increasing popular, numerous BlackBerry game companies are making more and more decent titles. For example, you can play a couple of holes on the Pebble Beach golf course, or you can play a game of online Texas Hold 'em with other BlackBerry users. Whatever you play, you can find a huge selection of games out there. What's even better is that some great games are free.

DropBooks

After this chapter, you might play so many games on your BlackBerry that you'll have to watch your productivity level. Please check our companion Web site — `www.blackberryfordummies.com` — for an updated list.

Sudoku

What would a handheld device be nowadays without Sudoku? Yes, it's the Sudoku people love. Be it in a paper or digital format, folks are getting addicted to this number puzzle. Many game publishers sell Sudoku games, but you don't have to spend a dime if you download one from RIM's site at `mobile.blackberry.com`. On the Fun & Games section, select Super Games, and then select Free Games.

Bookworm

A warning: The Bookworm word game is addictive. It is part crossword puzzle and part word jumble and part arcade puzzler. Your job is to make Lex, the hungry bookworm, well fed with words. If you are up to the challenge, you can buy it for $7.95 or download a free trial version. Point your BlackBerry to `bb.magmic.com/game?show=Bookworm`.

Bass Assassin

Ever want to catch a 10-kilogram fish while on the subway? Well, now you can with Bass Assassin from Magmic. To catch the big one, you need to master the skill of casting the bait and reeling in the bass with just the right line tension. After catching a few, you can view them all in the Trophy Room.

You can buy Bass Assassin for $5.95 or download a trial version. Use your BlackBerry to go to `bb.magmic.com/game?show=BassAssassin2`.

Raging Rivers

With the Raging Rivers game, you travel around the world to conquer different raging rivers in your kayak. Using the controls is easy, but the river is harder to predict with each course you beat, so controlling your kayak isn't easily

DropBooks

mastered. Show off to your friends by posting your fastest time online right from your BlackBerry.

You can buy Raging Rivers for $5.95 or download a trial version. Use your BlackBerry to go to `bb.magmic.com/game?show=RagingRivers`.

Texas Hold 'em King

Crave a game of Texas Hold 'em while away from your buddies? Practice your bluff with Texas Hold 'em King. We like this game because you can even play an online tournament right from your BlackBerry. You can buy the game for $7.95 or download a trial version. Point your BlackBerry to `bb.magmic.com/game?show=THK2`.

Klondike

If you're into card games, you've likely seen Klondike in other forms elsewhere. Well, Magmic brings Klondike to your BlackBerry. You can buy Klondike for $4.95 or download a trial version. From your BlackBerry, go to `bb.magmic.com/game?show=Klondike`.

Spider Solitaire

You've probably played Spider Solitaire on your PC, and now you can do so on your BlackBerry. Buy the game for $4.95 or download a trial version. From your BlackBerry, go to `bb.magmic.com/game?show=SpiderSolitaire`.

Pro Golf Paradise

Can't get enough golf on the weekend? Play a round on your way to work. Just beware that the wait between holes is a bit longer than we like . . . kind of like real-life golf. You can buy Pro Golf Paradise for $5.95 or download a trial version. From your BlackBerry, go to `http://bb.magmic.com/game?show=Golf`.

DropBooks

Blockazoid

Do you love a game of Tetris, but you're tired of the same old thing every time? How about Tetris with a twist — with Blockazoid. Not only do you have to control falling blocks, you also have to combine blocks with like colors. You get more scores with consecutive breaks, so be prepared to be Blockazoid-ed! For about $6, you can download Blockazoid from your PC by going to `www.handango.com`.

Brain Up

Exercise your brain. With Brain Up, you can sharpen your memory, refresh your math skills, and tickle your brain in many different ways. You'll find doing all this fun. So, if your curiosity is piqued, you have two options. You can either download a trial version or pay $7.95. Point your BlackBerry to `http://bb.magmic.com/game?show=BrainUp`.

DropBooks

Chapter 23

More than Ten Must-Have BlackBerry Programs

In This Chapter

- Handmark Pocket Express
- BBWeather
- Beyond411
- Digby
- Google Talk Mobile and Yahoo! Messenger Mobile
- iSkoot Skype Client
- bbTV
- AskMeNow
- Stock Ticker
- Ascendo Money
- Ascendo Fitness
- BBToday

The industry of BlackBerry software is growing at a dizzying rate. In Chapter 21, we describe ten programs that should help increase your productivity — and in Chapter 22, another ten programs to entertain you. In this chapter, we introduce ten more applications that aren't necessarily designed to make you more productive or entertain you. However, these are great programs; whether you will like them depends on your personality.

There are no specific reviews to quote, but these choices are the results of our quest to find programs that people use, discerned from either postings on message boards or commentaries in the public domain. Some of this software is free, but never underestimate the freebies; those that we include here are useful and neat.

DropBooks

The applications we feature here are just the tip of the iceberg. By all means, feel free to surf the Internet because by the time this book is published, more software will likely be available. And don't forget to visit our Web site at www.blackberryfordummies.com.

Handmark Pocket Express

If we have to recommend one application, Pocket Express is it. This is a handy and reliable tool to get news and other important information such as weather, sports updates, maps, and stocks. This application is one of the best information aggregators out there. The user interface is intuitive. You can even buy and install other applications from within Pocket Express. And the best part is, it's free. Well, not everything. They charge a fee for accessing their premium channels. Download Pocket Express from your BlackBerry at express.handmark.com.

BBWeather

BBWeather allows you to subscribe to weather updates for a specified location. The data comes from weather.com, and you can set it up by using locator identification. This is different from the weather forecast presented in BBToday (see later in this chapter) because BBToday gives you a summarized view whereas BBWeather gives you more detailed information, such as UV index, wind speed, humidity, barometric pressure, dew point, visibility, times for sunrise and sunset, and the phase of the moon. You can configure the forecast screen for a number of days. The forecast screen includes the usual weather information plus precipitation, wind speed, and humidity. To download BBWeather from your PC, go to the following Web site: sourceforge.net. This is another freebie, so there's no reason to not get it.

Beyond411

Another free program for your arsenal is Beyond411. This evolution of Berry411 works the same as your local 411 information source, but you don't have to pay for the service. You get yellow pages as well as white pages. We find this program useful for getting movie times for local theaters. It's a location-based application, so if you have GPS on your BlackBerry, this

works great because it gives you local information based on your current location. To download, go to `thebogles.com` from your BlackBerry.

DropBooks

Digby

For those online shoppers who need to shop all the time, Digby is the program for you. You can download it for free to start browsing their growing selections. What we don't like is that you have to enter your personal information on the BlackBerry instead of having the option to enter it on the PC first. To try it, point your BlackBerry browser to `www.digby.com/download`.

Google Talk Mobile and Yahoo! Messenger Mobile

If you currently use Google Talk or Yahoo! Messenger on your PC, both mobile versions are a must-download to keep up with your buddies no matter where you are. To download, point your BlackBerry browser to

- Google Talk Mobile: `www.blackberry.com/GoogleTalk`
- Yahoo! Messenger Mobile: `www.blackberry.com/YahooDownload`

iSkoot Skype Client

If you are a big fan of Skype, now you don't have to sit on your computer to use the service. The folks at iSkoot make it possible for you to fully utilize Skype functionality from your BlackBerry. Calling a Skype buddy? No problem. Chatting with your Skype friends? That's what this program is for. Plus, it's free! To download it from your PC, go to `www.iskoot.com`.

bbTV

TV on your BlackBerry? That's right. The caveat is that at the time of this writing, bbTV is available only in Canada through Rogers Wireless. A fee of $5 Canadian a month is added to your wireless bill if you use the service. To get started, go to `www.canada.com/bbtv/rogers.html`.

DropBooks

AskMeNow

Stop scratching your head. When you have a pressing question, you don't need to look for answers anywhere other than your BlackBerry. After you install AskMeNow, a guru is ready to answer that nagging question in your head. If your query can possibly be answered by a human being, you can ask it here. If you don't know what to ask, AskMeNow has precanned questions such as directions, weather, sports updates, and flight information. The answer is sent to you through e-mail, usually within two minutes. For pricing, visit their Web site at `askmenow.com`. To download the program from your BlackBerry, go to `askmenow.com/applications.aspx`.

Stock Ticker

In the world of stocks, timing is everything. For those of you who are actively trading — if you can't enjoy your latté without worrying about what's going on with your stocks — Stock Ticker will help. You get the latest quotes and stock information, even when you're not looking at your three stock-monitor terminals. It features a scrolling interface with minute-by-minute news and commentaries. For about $25 for six months, you can download Stock Ticker from your PC by going to `www.handango.com`.

Ascendo Money

Ascendo Money is one of the best-selling, best-rated, and most comprehensive personal finance managers for BlackBerry. You can manage your checkbook, track your expenses, sync with your PC, and integrate with popular finance PC applications such as Quicken and MS Money. It costs $29.95 but there is also a free trial. You can download Ascendo Money from your PC by going to `www.handango.com`.

Ascendo Fitness

For the health conscious among us, here is award-winning software for your BlackBerry. Ascendo Fitness tracks the calories you're eating and the calories you're burning in exercise. It presents your progress by displaying easy-to-understand graphs. Based on your personal data, Ascendo has calculators

DropBooks

that provide your ideal weight, body mass index (BMI), maximum heart rate based on age, and basal metabolism ratio (BMR). We have heard many good comments from those who use this product. For $29.95, you can download Ascendo Fitness from your PC by going to `www.handango.com`.

BBToday

If you're experiencing information overload, you're not alone. BBToday helps you make sense of all this information without so much hair pulling. In a nutshell, BBToday tries to give you a tear sheet on a daily basis. The nice thing about BBToday is its capability to show up every time you unlock or open your BlackBerry. It appears full screen with the following information in a summarized format:

- Current date and time
- E-mail summary
- Remaining battery strength
- Signal strength
- Appointments scheduled for the day
- Tasks scheduled for the day
- Current weather information and five-day forecast
- Phone call summary
- Stock quotes

This is like having an assistant tell you what your day will be like, organizing your PIM (personal information manager) information and presenting it in such a way that you don't have to spend time viewing each of your PIM applications. You can configure the weather to point to your local area. You can also add the stock ticker for the stock quotes section.

You can download BBToday for free from your BlackBerry by going to `blackberrytools.sourceforge.net`.

DropBooks

DropBooks

Chapter 24

Ten Web Site Categories for BlackBerry Browsing

In This Chapter

- Weather
- News
- Google
- Portals
- Business
- Travel
- Sports
- Shipping information
- Shopping
- Other browsing categories

Web surfing with a BlackBerry has improved dramatically with the newer models. With the introduction of the trackball, RIM added the ability for you to view Web pages in a desktop format. The caveat is that you have to scroll left to right to see the width of a page. For convenience, you could always go back to using the mobile format where everything fits top to bottom and no scrolling to the right is needed.

However, not all Web sites are designed for mobile devices, so even with all the improvements RIM made to Browser, some pages still do not display properly. We're sure that you've been to Web sites that take a long time to display, and when the page does finish loading, the images and text are all bunched together. For BlackBerry users, this lack of readability on some Web pages is a disappointment and might have led you to believe that your BlackBerry Browser is the problem.

DropBooks

Guaranteeing a good surfing experience on your BlackBerry is simple: Where you surf is what matters. So what does *that* mean? Psst: Many popular Web sites have two versions — one for a PC Web browser and another for mobile device browsers, such as BlackBerry Browser.

In this chapter, we show you some Web sites that are specifically made to be viewed on mobile devices. So the next time you need information from the Web, you don't need to run to your PC. Rather, get it instantly from your BlackBerry. Please check our companion Web site for this book — `www.blackberryfordummies.com` — for an updated list.



You have to access all links in this chapter from your BlackBerry for them to work.

Weather

Weather changes quite often, but you can keep up with the changes with the sites in this section.

AccuWeather.com

```
www.accuweather.com
```

AccuWeather.com provides the local weather forecast.

- **Pros:** Simple and easy to use. Enter a location and it gives you the local weather forecast for that location. The site uses cookies, so it will save the location for you and use it the next time you return. You can enter up to five locations.
- **Con:** It displays only one location at a time, so you need to define a default location if you enter more than one location in the list.

Weather.com

```
http://www.weather.com
```

Weather.com is smart enough to know that you are using a mobile device and displays a cut-down version of their page with few links to nonweather-related information.

DropBooks

- **Pros:** Displays not only the local weather forecast but also local weather-related news, plus it gives out any delays in the surrounding airports.
- **Cons:** Displays the forecast for only a single location and also displays advertisements.

If these two sites are not good enough for you, check out the "Portals" section, later in this chapter. Major portals have weather information as well as traffic alerts and airport delays.

News

Most major news companies have mobile versions of their sites. This section is just a sampling of what's out there.

Mobile New York Times

```
mobile.nytimes.com
```

This is the *New York Times* mobile-friendly Web site.

- **Pros:** You get a decent amount of news from this site. Pages load fast and there are no advertisements, so the site is clean and easy to read.
- **Con:** News article are cut down to multiple pages, so you have to click to the next page multiple times to read an entire article.

Mobile Newsweek

```
mobile.newsweek.com
```

This is *Newsweek*'s mobile-friendly Web site.

- **Pros:** Pages load fast and you can view the whole article in a single page. There are no advertisements, so the site is clean and easy to read.
- **Cons:** Limited to major headlines and doesn't have breaking news.

DropBooks

BBC News

www.bbc.com

You can read news from the *BBC News* right from your BlackBerry, even if you're not in the UK.

- **Pros:** The site is very BlackBerry friendly with a good deal of world news. There are no advertisement banners or annoying images to load.
- **Con:** The weather, traffic, and other information are UK-centric, which isn't so great if you're not a UK resident.

USA Today

www.usatoday.com

USA Today, one of the most popular newspapers, is now available for free from your BlackBerry.

- **Pros:** We like the listing of news in different categories on the very first page, where you can browse through all the news before choosing to read one particular article. Also, news articles are presented on one page, so there is no need to load multiple pages to keep reading, which is great if you know you're about to lose your signal (like in a subway).
- **Con:** The first page always displays a picture related to the current headline and, depending on your network coverage at the time of loading, this can take a while to load.

ABC News

www.abcnews.com

Get ABC News on TV on your BlackBerry.

- **Pros:** Very similar to *USA Today*, this site features a simple layout, with no advertisement banners to load. It's well organized and easy to navigate based on news categories.
- **Cons:** It takes a decent amount of time to load even on the EDGE network. The first page also displays a picture related to the latest headline and, depending on your network coverage, this picture may take a long time to load.



All sites in this chapter must be accessed from your BlackBerry directly for them to work.

DropBooks

PR Newswire

```
www.prnewswire.com/tnw/tnw.shtml
```

If you're out of the office but want to keep up with the latest news, you can by accessing this site.

- **Pro:** This site is great for up-to the-minute news.
- **Con:** This site isn't great for news browsing because it doesn't break down the news by category.

Wired News

```
mobile.wired.com
```

Wired News is the mobile version of this tech news Web site.

- **Pro:** This site is easy to navigate from your BlackBerry.
- **Con:** It's not updated often.

Google

```
www.google.com/xhtml
```

The king of search engines does not disappoint with a mobile version of its power search engine. This version of Google search displays shortened descriptions of search results and has an option that you can set to transform regular Web sites to make them mobile-device friendly.

- **Pro:** We like the option to format Web pages for phone viewing.
- **Cons:** Because the search result descriptions are shorter, you will sometimes miss important information that you would have seen if you used their regular Web site. The transformed Web sites don't always work properly; it depends on the sites you search for.

DropBooks

Portals

The sites in this section are *Web portals,* which are sites that contain various information or links to other sites.

RIM's Mobile Homepage

```
mobile.blackberry.com
```

This is the default home page setting for most BlackBerry Browsers. The service provider has the option to customize it, though, so it's likely that your BlackBerry Browser may be pointing to your service provider's home page. RIM's home page is definitely a place to start browsing the Web.



This site should definitely be bookmarked.

- **Pros:** Great directory. You can get freebies here for your BlackBerry. Check out the Fun & Games section because RIM provides links to free games from time to time.
- **Cons:** None at the moment.

Yahoo! Mobile

```
www.yahoo.com
```

Yahoo! is a smart portal because it detects that you are using a mobile device and formats the page accordingly, meaning a smaller page with no advertisements. The portal site allows BlackBerry users to employ regular Yahoo! functions, such as Yahoo! Mail, Messenger, Finance, and Games, as well as driving directions and weather.



This site should definitely be bookmarked.

- **Pros:** Yahoo! does a great job with the mobile version of its original site. It loads quickly, and navigation is user friendly. After you sign in with your Yahoo! user name and password, you can get the same personalized content as you would on your PC. If you are outside the U.S., check out the International link from their home page. It allows you to choose your country and then customizes the pages based on your locale.
- **Cons:** None at the moment.

DropBooks

MSN Mobile

```
https://mobile.msn.com
```

The MSN Mobile portal is similar to the Yahoo! Mobile site. As a BlackBerry user, you can access MSN Hotmail, MSN Messenger, and an online calendar. It has all the other features that you can find in a Web portal, such as Web search, weather lookup, sports information, and news. Plus you get their finance-related pages, which give you up-to-the-minute stock quotes.

- **Pro:** Unlike Yahoo!, MSN provides a local search, which you can use to search for lodging, food, and movie theaters near a location that you provide. This definitely can come in handy when you are on the go.
- **Cons:** Unfortunately, MSN has annoying pictures and commercial banners on its site.

Business

While on the go, you can keep up with the latest news of the finance world from your BlackBerry. Visit the sites in this section for finance-related articles and news.

Yahoo! Finance

```
wap.oa.yahoo.com/raw?dp=quote
finance.yahoo.com
```

The first link is a mobile version of Yahoo! Finance, and the second one is their regular site. Our experiences with both have been good.

- **Pros:** This is the best free finance-related site we've found. You get comprehensive information about your stocks. News and investment articles are updated frequently.
- **Con:** The mobile version is designed for phones, meaning little information is displayed at a time. Although the page loads fast, you'll end up navigating more to get the information you need.

DropBooks

Fidelity Anywhere

```
www.fi-w.com/fiw/FiwHome
```

Fidelity Anywhere is the mobile version of Fidelity.com, an online investment brokerage firm.

- **Pros:** You can sign on and view your portfolio and balances. You can even access your stock-watch list and buy and sell stocks and funds right from your BlackBerry. User navigation is simple and easy.
- **Cons:** None at the moment.

BusinessWeek Online

```
http://www.businessweek.com
```

The link is smart enough to display the mobile version of *Business Week* when opened in the BlackBerry. You can get great finance information here.

- **Pros:** You don't need a subscription to read articles. Also, the site is rich in finance information.
- **Cons:** None at the moment.

Travel

The sites in Table 24-1 all feature flight status and gate numbers. Some allow you to log on if you are part of their frequent-flier program to access frequent-flier benefits.

Table 24-1 BlackBerry-Accessible Travel Sites

Airline	*Mobile Web Site*
Air Canada	`mobile.aircanada.ca`
American Airlines	`aa.flightlookup.com/omnisky`
British Airways	`www.britishairways.com/mobilezone/pda/omnisky/BA_Palm_Home.html`

DropBooks

Airline	Mobile Web Site
Cathay Pacific	mobile.cathaypacific.com
Continental Airlines	pda.continental.com
Delta	mobile.delta.com
KLM Airlines	www.klm.com/travel/mobile_en/mobile.html
Northwest Airlines	wireless.nwa.com
United Air Lines	ua2go.com/htm/index.htm
Any airline	mobile.flightstats.comdemo.openwave.com/styleguide/v5/airstatnum.wml

Sports

Missing updates on your favorite sport while on the go? You don't have to. Visit any of the sports-related sites in this section and you'll get the scoop on what's happening to your favorite team.

CBS SportsLine.com

sportsline.com/mobile

If you are active on CBS Fantasy Team, you'll be happy to know you can log in and view your stats from this Web site. Popular U.S. sports are covered here.

- **Pros:** Easy to view with fast browsing. It has up-to-the minute stats and scores and also provides alerts.
- **Cons:** None at the moment.

ESPN

mobileapp.espn.go.com/wireless/espn/redesign/index

DropBooks

Everyone knows ESPN. This is the mobile version of their Web site.

- **Pros:** The site is well categorized and easy to navigate. It has good coverage of sports-related news, team standings, game schedules, and results.
- **Con:** Does not give you up-to-the minute updates of a game.

Shipping Information

When you need to track shipping while you're on the go, the Web sites in this section will allow you to be on top of things.

FedEx tracking

```
http://mobile.fedex.com
```

This is the mobile version of the FedEx Web site that allows you to track packages right from your BlackBerry.

- **Pros:** FedEx's mobile site offers a simple user interface and even allows you to log on and arrange shipment.
- **Cons:** None at the moment.

UPS tracking

```
http://mobile.ups.com
```

Like FedEx, UPS also has a mobile version of its Web site that allows you to track packages right from your BlackBerry.

- **Pro:** The site can track your UPS shipments.
- **Con:** The user interface is clumsy and not user friendly.

Shopping

For those of you who are shopaholics, you can keep shopping online even when you're not in front of your PC.

DropBooks

Amazon Anywhere

```
www.amazon.com
```

With Amazon Anywhere, you can shop and check your account information right from your BlackBerry.

- **Pros:** The site has a great selection of items to choose from and a simple user interface.
- **Con:** The site is only for U.S. consumers.

eBay

```
www.ebay.com
```

You can bid as a buyer right from the convenience of your BlackBerry.

- **Pros:** Fast and easy to use. Sellers can track items anywhere they go.
- **Con:** For U.S. only.

Other Browsing Categories

The following are bonus sites that you can visit from your BlackBerry to get more information on various topics.

BlackBerryGoodies

```
http://blackberrygoodies.com
```

Go here from your BlackBerry or from your PC. You can get information on how to customize your BlackBerry, read reviews of BlackBerry applications, and get answers to your BlackBerry-related questions.

MiniSphere

```
www.minisphere.com
```

This is a directory of mobile sites. You'll find useful links here.

DropBooks

wcities

```
https://pda.wcities.com
```

The wcities site provides searches based on the city you select.

Starbucks Locator

```
www.chuma.org/newton/pqa/starbucks.html
```

This site helps you locate the nearest Starbucks so you can meet your buddies or get a dose of caffeine.

MizPee

```
mizpee.com
```

When you have to go you have to go. This site will help you find the nearest bathroom.

DropBooks

Index

• Numbers •

1-9 keys in Calculator, shortcut for, 129
1/x key in Calculator
  meaning of, 126
  shortcut for, 129
2D4 shorthand in SMS, meaning of, 168
2G4U shorthand in SMS, meaning of, 168
2L8 shorthand in SMS, meaning of, 168
3-Button Salute, keyboard shortcut for, 35
4E shorthand in SMS, meaning of, 168
4YEO shorthand in SMS, meaning of, 168
411 application, availability of, 324–325

• Symbols •

% key in Calculator, shortcut for, 129
* (asterisk) key, using with BlackBerry Pearl, 53
. key in Calculator, shortcut for, 129
:) smiley. *See* smileys
÷ key in Calculator, shortcut for, 129
– key in Calculator, shortcut for, 129
± key in Calculator, shortcut for, 129
√ key in Calculator, shortcut for, 129
+ key in Calculator, shortcut for, 129
= key in Calculator, shortcut for, 129

• A •

A3 shorthand in SMS, meaning of, 168
ABC Amber BlackBerry Converter, features of, 305
ABC News Web site, pros and cons of, 332
ACC music format, support for, 235
accessories
  batteries, 311
  belt clips, 310–311
  Bluetooth hands-free headsets, 312
  car mounts, 313
  chargers, 311–312
  keyboards, 312–313
  microSD cards, 309–310
  screen protectors, 311
  speakerphones, 313
  stereo headphones, 310
AccuWeather.com Web site, pros and cons of, 330
Action condition, using with e-mail, 151
Add Bookmark dialog box, Available Offline option in, 196
Address Book
  accessing, 58–59
  adding senders to, 146–147
  benefits of, 57
  copying contacts to, 69
  creating groups in, 75–76
  filtering with categories, 77–78
  Home screen shortcut for, 34
  icon for, 58
  making calls from, 208–209
  mapping fields for, 270–271
AFAIK shorthand in SMS, meaning of, 168
Agenda view in Calendar
  description of, 86
  switching to and from, 88
AIM (AOL Instant Messenger)
  getting user IDs for, 176
  using, 185
  Web site for, 174

DropBooks

Air Canada, mobile Web site for, 336
airlines, mobile Web site for, 337
Alarm application, Home screen shortcut for, 94
albums, creating in Media Manager, 243
alerts, defining, 48–52
All Locales input method, specifying for languages, 42
Allow Duplicate Names preference, setting, 80
ALX file, locating, 281
American Airlines, mobile Web site for, 336
AMR music format, support for, 235
animation repetition, enabling and disabling in Browser, 201
AOL Instant Messenger (AIM)
  getting user IDs for, 176
  using, 185
  Web site for, 174
Application Loader program in BDM
  accessing, 278
  alternatives to, 281
  description of, 277
  invalid signature error in, 281
applications
  accessing, 33–34
  Ascendo Fitness, 326–327
  Ascendo Money, 326
  AskMeNow, 326
  bbSpell, 317
  BBToday, 327
  bbTV, 325
  BBWeather, 324
  Berry Dialer, 316
  Beyond411, 324–325
  Digby, 325
  eOffice, 317
  Google Talk Mobile, 325
  Handmark Pocket Express, 324
  Idokorro Mobile Desktop, 318
  installing, 279–281
  installing and uninstalling from Web, 203–204
  iSkoot Skype Client, 325
  listing, 280
  Litefeeds, 316–317
  MidpSSH Mobile SSH Client, 318
  MyUtils 2.0, 315–316
  Stock Ticker, 326
  switching, 32
  TrafficEdge, 318
  uninstalling, 282–284
  VeriChat for BlackBerry, 317
  WorldMate for BlackBerry, 316
  Yahoo! Messenger Mobile, 325
appointments
  creating, 90–93
  versus meetings, 95–96
  opening and deleting, 94
  setting reminders for, 91–92
arithmetic operations, performing in Calculator, 126
ASAP shorthand in SMS, meaning of, 168
Ascendo Fitness application, features of, 326–327
Ascendo Money application, features of, 326
AskMeNow application, features of, 326
ASL shorthand in SMS, meaning of, 168
asterisk (*) key, using with BlackBerry Pearl, 53
ATM shorthand in SMS, meaning of, 168
attachments
  verifying, 144
  viewing, 143–144
ATW shorthand in SMS, meaning of, 168
Auto PDA Holder Kits, buying, 313
Autolock After Timeout, setting, 53
automated answering
  disabling, 210
  triggering, 209
automatic backups, setting up, 300–301
AutoText, typing with, 40–42
Available Offline option, choosing, 196
AWHFY shorthand in SMS, meaning of, 168

DropBooks

• B •

B4 shorthand in SMS, meaning of, 168
backed up BlackBerry files, perusing, 305
background, changing for Home screen, 195
backlight, keeping on, 246
Backlight Brightness, setting, 45
Backlight Timeout field, selecting, 45
Backup and Restore application, accessing, 298
backups of BlackBerry devices
  performing automatically, 300–301
  performing manually, 298–300
  performing selectively, 303–304
  restoring from, 301–302
Bass Assassin game, buying, 320
bathrooms, locating, 340
BBC News Web site, pros and cons of, 332
BBFN shorthand in SMS, meaning of, 168
BBL shorthand in SMS, meaning of, 168
BBLight utility, obtaining, 246
BBS shorthand in SMS, meaning of, 168
bbSpell, features of, 317
BBToday application, features of, 327
bbTV application, features of, 325
BBWeather application, features of, 324
BCC to Me condition, using with e-mail, 151
BCNU shorthand in SMS, meaning of, 168
BDM (BlackBerry Desktop Manager)
  connecting, 266–267
  features of, 71
  launching, 266
  programs in, 265–266
  running for first time, 267
belt clips, buying, 310–311
Berry Dialer, features of, 316
BES (BlackBerry Enterprise Server)
  using, 13
  using Browser on, 205–206
Beyond411 application, features of, 324–325
BG shorthand in SMS, meaning of, 168
BION shorthand in SMS, meaning of, 168
BlackBerry
  backing up manually, 298–300
  branding name on, 38–39
  development of, 11–12
  memory management, 19
  navigating, 31
  power efficiency of, 18
  security of, 19–20
BlackBerry 8800, features of, 23
BlackBerry applications, adding contacts from, 63–64
BlackBerry as laptop modem
  making connection for, 252–254
  preparing for connection of, 252–254
BlackBerry Curve, features of, 22
BlackBerry Desktop Manager (BDM)
  connecting, 266–267
  features of, 71
  launching, 266
  programs in, 265–266
  running for first time, 267
BlackBerry devices, switching between, 289–292
BlackBerry Enterprise Server (BES)
  using, 13
  using Browser on, 205–206
BlackBerry features
  computer capabilities, 17
  convenience keys, 23
  display screen, 23–25
  earphones, 18
  e-mail, 15
  End key, 24
  Escape key, 23, 28
  Internet access, 16
  menu key, 23, 28–29
  microSD slot, 24, 29–30
  mike for hands-free talking, 18
  multimedia functions, 15–16
  Mute key, 24

DropBooks

BlackBerry features *(continued)*
PDA capabilities, 16–17
Power key, 24
QWERTY keyboard, 23
of QWERTY keyboard, 25
Send key, 24
SureType keyboard, 23, 25–27
trackball, 23
Web browsing, 16
BlackBerry Handheld Software, obtaining, 285
BlackBerry information, clearing, 305–306
BlackBerry Internet Service client
accessing, 134
adding e-mail accounts in, 135–136
configuring e-mail signatures with, 137–138
deleting e-mail from permanently, 140
options in, 135
BlackBerry Map application, features of, 248
BlackBerry Messenger
adding contacts in, 181–182
running, 181–182
starting conversations in, 183–184
BlackBerry OS, upgrading, 285–287
BlackBerry Pearl
color coding, 38
features of, 22
IM (Instant Messenging) on, 173–179
locking, 53
multitap mode on, 26
setting passwords on, 53
BlackChat application, uninstalling, 284
BlackChat ICQ Web site, accessing, 180, 279
Blockazoid game, buying, 322
Bluetooth
pairing with external GPS, 246–247
using to share media files, 244
Bluetooth hands-free headsets
buying, 312
using, 218–220
.bmp attachment extension, description of, 143
BOL shorthand in SMS, meaning of, 168
bookmark subfolders
adding, 197
renaming, 198
bookmarks. *See also* Web pages
adding for Web pages, 195–196
cleaning up, 198–199
modifying, 196–197
moving, 198
organizing, 197–199
Bookworm word game, buying, 320
BOT shorthand in SMS, meaning of, 168
Brain Up game, buying, 322
BRB shorthand in SMS, meaning of, 168
British Airways, mobile Web site for, 336
Browser application. *See also* Web browsers
accessing, 188–189
configuring, 199–200
displaying connections in, 193
General Properties screen in, 200–201
Home screen shortcut for, 34
icon for, 188
menu options in, 191–192
navigating Web pages with, 190–193
surfing Web with, 190
using on BES (BlackBerry Enterprise Server), 205–206
browsers
setting default for, 206
speeding up, 202
BRT shorthand in SMS, meaning of, 168
BTW shorthand in SMS, meaning of, 168
business sites
BusinessWeek Online, 336
Fidelity Anywhere, 336
Yahoo! Finance, 335
BusinessWeek Online Web site, pros and cons of, 336

DropBooks

• C •

CE Calculator key, shortcut for, 129
cache size, displaying, 203
Calculator application
  accessing, 125
  accessing conversion menu in, 127
  Home screen shortcut for, 34
  using, 125–126
Calendar application
  choosing view for, 86–87
  creating appointments in, 90–93
  customizing, 88–89
  deleting appointments from, 94
  Home screen shortcut for, 34
  moving between time frames in, 87–88
  opening appointments in, 94
  responding to meeting requests from, 96
  sending meeting requests from, 95
  using shortcuts in, 128–130
call forwarding, using, 212–213
call logs, availability of, 64
Caller ID, setting pictures as, 230
calls. *See also* conference calls; Phone application
  accessing history of, 64
  adjusting volume of, 211
  making from Address Book, 208–209
  muting and un-muting, 210–211
  placing on hold, 211
  receiving, 209–210
  taking notes during, 221–222
calorie-tracking application, availability of, 326–327
Camera application
  choosing picture quality in, 224–225
  creating folders for pictures in, 228–229
  creating slide show in, 227
  listing file names versus thumbnails in, 227
  options in, 224–225
  renaming pictures in, 228–229
  setting flash in, 226
  setting memory options for, 230–231
  viewing pictures in, 226
  zooming and focusing in, 225
car chargers, buying, 311–312
car kits, buying, 246
car mounts, buying, 313
categories
  adding, 78–79
  assigning in MemoPad, 122–123
  assigning to tasks, 109
  creating for tasks, 107–109
  creating in MemoPad, 122
  filtering Address Book list with, 77–78
  sharing, 109
Categories field, using with tasks, 104
Cathay Pacific, mobile Web site for, 337
CC to Me condition, using with e-mail, 151
CDMA (Code Division Multiple Access)
  availability of, 14
  incompatibility with GSM/EDGE, 15
CE Calculator key, shortcut for, 129
cell phones, copying BlackBerry info into, 70
chargers, buying, 311–312
cities application, availability of, 340
clock, setting time source for, 43
CMON shorthand in SMS, meaning of, 168
code, setting up for AutoText, 40–42
Code Division Multiple Access (CDMA)
  availability of, 14
  incompatibility with GSM/EDGE, 15
ColorPearl application, downloading, 38
Compose application, Home screen shortcut for, 34
Compose Email option, selecting, 144
conference calls, arranging in Phone application, 215–218. *See also* calls
Confirm Delete option
  in Calendar application, 89
  in Tasks application, 107
  setting, 80

DropBooks

connections
displaying in Browser, 193
making for BlackBerry as laptop modem, 255–257
preparing for BlackBerry as laptop modem, 252–254
saving for Wi-Fi, 260
contacts. *See also* Messenger contacts
adding from other BlackBerry applications, 63–64
adding in BlackBerry Messenger, 182–183
adding notes about, 61
adding pictures to, 62–63
adding PINs to, 163
adding ring tones for, 63
categorizing, 76–78
copying from SIM cards, 67–70
copying from desktop applications, 71
copying to Address Book, 69
copying to SIM cards, 70–71
creating, 59–63
deleting, 65–66
editing, 64–65
organizing into groups, 75–76
scrolling through, 78
searching through, 72–73
sending pictures to, 229
sharing, 80–82
trimming in IM (Instant Messenging), 184
using Filter feature on, 76–79
viewing, 64
Content Beamer Web site, accessing, 124
Content Cache, description of, 203
context menus, types of, 24
Continental Airlines, mobile Web site for, 337
convenience keys, description of, 23
conversations
alternating between in conference calls, 217
starting in BlackBerry Messenger, 183–184
Cookie Cache, description of, 203
"Could not start the camera" error, reason for, 231
credentials, creating for Password Keeper, 113–114
CU shorthand in SMS, meaning of, 168
CUL8R shorthand in SMS, meaning of, 168
CUS shorthand in SMS, meaning of, 168

• D •

databases
backing up selectively, 304
deleting selectively, 306
date mark, highlighting for e-mail, 148
Date/Time setting, using, 43
Day view in Calendar
description of, 86
switching to and from, 88
daylight saving time (DST), change in 2007, 43
Default Reminder option in Calendar, description of, 89
Delta, mobile Web site for, 337
desktop applications, copying contacts from, 71
desktop computer, connecting through, 14
Device Memory folder, advisory about, 241–242
Device Reset, keyboard shortcut for, 35
Dial from Home Screen option, shutting down, 33
dialing, enabling from Home screen, 208
Digby application, features of, 325
display screen
description of, 23
Home screen on, 24–25
.doc attachment extension, description of, 143
.dot attachment extension, description of, 143

DropBooks

Drop Call option, using in conference calls, 217–218
DST (daylight saving time), change in 2007, 13
Due field, using with tasks, 102–103

• E •

EDGE (Enhanced Data rates for GSM Evolution), availability of, 15
Edit mode, using with contacts, 76–77
e-mail. *See also* messages; out-of-office messages
  deleting, 147–148
  deleting permanently, 140
  filtering, 148–152
  forwarding, 145
  receiving, 142–144
  receiving notification of, 50
  saving drafts of, 146
  sending, 144–146
  sending pictures as, 229
  sending to multiple people, 145
  sending Web addresses by, 195
  setting up in enterprise environments, 136
  sorting, 142
  time frame for keeping of, 157
e-mail accounts
  adding, 135–136
  combining, 134–135
Email option, using, 72
Email Reconciliation option, selecting, 139
e-mail replies, automating in enterprise environments, 140–141
e-mail signatures, configuring, 137–138
emoticons, inserting in IM (Instant Messaging), 178. *See also* smileys
Enable Quick Entry option in Calendar, description of, 89
encoding, specifying for Web pages, 192
End key, description of, 24
End of Day option in Calendar, description of, 89
English and metric systems, converting between, 127–128
Enhanced Data rates for GSM Evolution (EDGE), availability of, 15
enterprise environments
  automating replies and out-of-office messages in, 140–141
  Browser's behavior in, 205–206
  connecting to, 13–14
  setting up e-mail in, 136
eOffice, features of, 317
Escape key, using, 23, 28
extensions, entering in Address Book, 61

• F •

F2F shorthand in SMS, meaning of, 168
FC shorthand in SMS, meaning of, 168
FCFS shorthand in SMS, meaning of, 168
Fidelity Anywhere Web site, pros and cons of, 336
fields
  adding to Address Book, 61–62
  mapping for Address Book, 270–271
  mapping for synchronization, 269–271
Figures
  Address Book icon, 58
  Address Book menu, 69
  Address Book screen, 61
  album, 243
  ALX file, 281
  application deleted, 284
  Application Device Backup screen, 287
  Application Loader Wizard welcome screen, 278
  application updates, 286
  Applications and Tasks, 98
  applications installed, 280, 284
  appointments in Calendar, 90, 93–94
  Auto Signature field for e-mail, 138

DropBooks

Figures *(continued)*
autobackups, 300
AutoText, 41
Backup and Restore screen, 298, 303
backup file location, 299
backup process, 291
BlackBerry 8800, 23
BlackBerry copied into cellphone, 70
BlackBerry Curve, 22
BlackBerry Pearl, 22
Bluetooth headset, 220
bookmarks, 196
Browser, 188–189, 193
Browser menu, 191
Calculator, 125
Calendar menu, 87
Calendar views, 86–87
call history, 222
Camera screen, 225–226
categories, 108, 122
Categories list, 77
ColorPearl program, 38
conference calls, 216–217
connection troubleshooting, 280
connection types, 267
connection verification, 291
Connection Wizard, 255
contact action options, 73
contact deletion, 66
contact list in Messenger, 182
contacts search, 72
contacts, 60, 183
Custom Wordlist, 28
Date/Time Source field, 43
dates in Calendar, 88
Day view in Calendar, 86
Desktop Manager, 266
Diagnostics tab in Standard Modem Properties screen, 253
e-mail account edit screen, 138
e-mail account setup, 135
e-mail filtering, 148
events in Calendar, 91
Field Mapping screen for Address Book, 271
filter applied to Address Book list, 78
Filter list for e-mail, 148
filtering e-mail, 149
full menu and short menu, 24
Google Maps, 249–250
GPS devices, 247–248
Group list, 76
headset search, 219
hot-syncing, 294
IM icon on Pearl, 175
invalid signature error, 282
laptop connection, 257
laptop modem, 254
Launch Switch Device Wizard, 290
measurement conversion, 127–128
Media, 234
media files, 240–242, 244
Media Manager, 240
meetings in Calendar, 96
MemoPad, 118
MemoPad contextual menu, 119
message search, 154
Messages launched, 81
Messenger contact list, 182
microSD slot, 29–30
Modem Connect screen, 257
modem properties, 254
music playing, 235
New Filter screen for e-mail, 151
New Group screen, 75
Nokia 7210 Phone Book, 68
note deletion, 120
note search, 121
notes filtered, 123
notes taken during phone call, 222
notes, 118
notification options, 179
option field's drop-down list, 32
password dialog box, 278

Password Keeper, 112, 116
password randomly generated, 114
passwords, 53, 113, 279
Phone and Modem Options screen, 252
Phone menu, 209
picture added to contact, 62
picture properties, 227
pictures renamed, 228
PIM Configuration screen, 269
PIN info, 163
PIN message, 164
PIN on Status screen, 162
profiles, 51
program uninstalled, 283
Quick Text, 178
reminders in Calendar, 92
Screen/Keyboard screen, 44
search for e-mail with shortcut key, 155
search hot keys for e-mail, 156
Search screen in Messages, 154
smileys, 178
Sort By field options, 80
sort type, 79
speed dial list, 214
spell checker, 146
Switch Application menu, 32
Synchronize screen, 268
task due date, 102
task list filtered, 110
Task screen, 100
Tasks application, 98
Tasks icon, 99
Tasks sort options, 106
TeleNav, 250
text message, 171
Theme setting, 46
View mode for contact, 65
Web page link saved, 194
Web pages, 190, 193
Wi-Fi networks, 259
Wi-Fi option screen, 261
Wi-Fi security protocols, 260
Wi-Fi Setup welcome screen, 258
Y! Messenger menu, 177
file names versus thumbnails, listing, 227
Filter feature
  using on contacts, 76–79
  using with tasks, 109–110
filters
  using with e-mail, 148–152
  using with tasks, 108
finance management application, availability of, 326
Find field, filling in, 72
First Day of Week option in Calendar, description of, 89
flash, setting in Camera application, 226
flight information application, availability of, 316
FOAF shorthand in SMS, meaning of, 168
focusing in Camera application, 225
folder structure, displaying, 241
folders, creating for pictures, 228–229
font and font size, changing for Browser, 201
fonts, changing, 44–46
forwarding calls, 212–213
forwarding e-mail messages, 150, 152
FWIW shorthand in SMS, meaning of, 168

• G •

GAL shorthand in SMS, meaning of, 168
games
  Bass Assassin, 320
  Blockazoid, 322
  Bookworm, 320
  Brain Up, 322
  Klondike, 321
  Pro Golf Paradise, 321
  Raging Rivers, 320–321
  Spider Solitaire, 321
  Sudoku, 320
  Texas Hold 'em King, 321
Garmin external GPS, Web site for, 247
GG shorthand in SMS, meaning of, 168
.gif attachment extension, description of, 143

DropBooks

DropBooks

Global Packet Radio Service (GPRS), availability of, 15
Global System for Mobile Communications (GSM), relationship to CDMA, 14–15
Google Maps, features of, 249–250
Google search engine, pros and cons of, 333
Google Talk Mobile application, features of, 325
GPRS (Global Packet Radio Service), availability of, 15
GPS
  pairing Bluetooth with, 246–247
  requirements for, 246
GPS application choices
  BlackBerry Map, 248
  Google Maps, 249–250
  TeleNav GPS Navigator, 250
GR8 shorthand in SMS, meaning of, 168
groups
  organizing contacts into, 75–76
  purpose of, 78
GSM (Global System for Mobile Communications), relationship to CDMA, 14–15
GSOH shorthand in SMS, meaning of, 168

• H •

H2CUS shorthand in SMS, meaning of, 168
Handheld Manager, availability of, 14
Handmark Pocket Express application, features of, 324
hands-free options
  Bluetooth headset, 218–220
  speaker phone, 218
  voice dialing, 220
HelpME, keyboard shortcut for, 35
History cache, description of, 203
Home screen
  changing background of, 195
  displaying, 24
  enabling dialing from, 208
  personalizing with wallpaper, 47
  setting up images for, 230
  shortcuts for, 34
.htm and html attachment extensions, descriptions of, 143
HTML table support, configuring in Browser, 201

• I •

IC shorthand in SMS, meaning of, 168
ICQ
  getting user IDs for, 176
  Web site for, 174
IDK shorthand in SMS, meaning of, 168
Idokorro Mobile Desktop, features of, 318
IDs, obtaining for IM buddies, 176–177
IM (Instant Messenging)
  on BlackBerry Pearl, 173–179
  chatting in, 177–178
  etiquette for, 173
  features of, 172
  going online with, 175–176
  on non-Pearl models, 179–181
  notification settings in, 179
  requirements for, 174–175
  versus SMS (Short Messaging Service), 185
  using Quick Text option with, 178
IM accounts, logging onto, 317
IM applications
  installing on BlackBerry, 180–181
  managing, 184–186
IM buddies, trimming list of, 184
IM networks, support for, 185
IM+ Web site, accessing, 185–186
image quality, configuring for Browser, 201
images
  adding to contacts, 62–63
  creating folders for, 228–229
  deleting, 227

megapixels of resolution available to, 224
moving, 229
renaming, 228–229
sending as e-mail, 229
sending to Messenger contacts, 229
setting as Caller ID, 230
setting up for Home screen, 230
sharing, 229–230
IMHO shorthand in SMS, meaning of, 168
IMO shorthand in SMS, meaning of, 168
Importance condition, using with e-mail, 151
information aggregator, availability of, 324
Initial View option in Calendar, description of, 89
Instant Messenging (IM)
on BlackBerry Pearl, 173–179
chatting in, 177–178
etiquette for, 173
features of, 172
going online with, 175–176
on non-Pearl models, 179–181
notification settings in, 179
requirements for, 174–175
versus SMS (Short Messaging Service), 185
using Quick Text option with, 178
internal memory, amount of, 20. *See also* memory
Internet Service client
accessing, 134
adding e-mail accounts in, 135–136
configuring e-mail signatures with, 137–138
deleting e-mail from permanently, 140
options in, 135
invalid signature error, encountering, 281
IOU shorthand in SMS, meaning of, 168
IOW shorthand in SMS, meaning of, 168
.ipd files, viewing, 305
iSkoot Skype Client application, features of, 325
iTunes, synchronizing with, 243

• J •

.jpg attachment extension, description of, 143

• K •

Keep Messages option, using with e-mail, 157
Keyboard Lock application, Home screen shortcut for, 34
keyboard shortcuts
for Calculator, 128–130
Device Reset, 35
HelpME, 35
navigating with, 31, 33–35
switching applications, 32
keyboards
buying, 313
using with PINs, 161
KISS shorthand in SMS, meaning of, 168
KLM Airlines, mobile Web site for, 337
Klondike game, buying, 321

• L •

languages
choosing, 39–40
specifying All Locales input method for, 42
laptop modem, preparing for connection of, 252–254
Linux servers, logging into, 318
Litefeeds, features of, 316–317
LOL shorthand in SMS, meaning of, 168
Lookup feature, using, 83

• M •

M+ key in Calculator
meaning of, 126
shortcut for, 129
macros, inserting, 42

DropBooks

DropBooks

math operations, performing in Calculator, 126
MC Calculator key
  meaning of, 129
  shortcut for, 129
MDS (Mobile Data Service), availability in BES, 13
Media application
  adjusting volume in, 237
  navigating, 238
  navigating folders in, 234
  Pictures feature in, 237
  Ringtones feature in, 236
  running, 233
  shortcuts for, 238
  using with profiles, 51–52
Media Card folder, contents of, 242
media files
  adding, 241–242
  converting for optimum playback, 242
  sharing via Bluetooth, 244
Media Manager
  accessing, 239
  creating albums in, 243
  features of, 239–240, 242
  importing media files to, 240–241
"meeting huggers," dropping in conference calls, 217–218
meeting requests
  responding to, 96
  sending, 95
meetings versus appointments, 95–96
megapixels of resolution, capturing for photos, 224
MemoPad application
  accessing, 118
  assigning categories in, 122–123
  creating categories in, 122
  deleting notes in, 120–121
  finding notes in, 121
  Home screen shortcut for, 34
  jotting down notes in, 118–119
  organizing notes in, 121–123
  printing notes in, 124
  updating notes in, 120
  viewing notes in, 119
memory. *See also* internal memory
  checking relative to browsing, 202
  managing, 19
memory options, setting for Camera application, 230–231
MENU Calculator key, shortcut for, 129
menu items, selecting for Web pages, 194
menu key
  description of, 23
  using, 28–29
message list, sorting, 142
Message screen, sending PIN from, 161
message senders' contact info, adding to Address Book, 146–147
messages. *See also* e-mail; out-of-office messages
  reusing saved searches of, 156
  running general search of, 153–155
  saving search results for, 155
  saving to saved folder, 142
  searching by sender or recipient, 152–153
  searching by subject, 153
  spell checking, 146
  starting, 73
  time frame for keeping of, 157
  viewing in SMS (Short Messaging Service), 171
Messages application
  accessing, 141
  accessing history of incoming phone calls in, 64
  Home screen shortcut for, 34
  setting notification for, 50
Messenger contacts, sending pictures to, 229. *See also* contacts
metric and English systems, converting between, 127–128
microSD cards, features of, 309–310
microSD slot
  description of, 24
  using, 29–30

Microsoft Office documents, editing, 317
MIDI music format, support for, 235
MidpSSH Mobile SSH Client, features of, 318
MMS (Multimedia Messaging Service), relationship to SMS, 165
MMS messages, starting, 73
Mobile Data Service (MDS), availability in BES, 13
Mobile New York Times Web site, pros and cons of, 331
Mobile Newsweek Web site, pros and cons of, 331
modem driver on laptop, checking, 255–257
Month view in Calendar
  description of, 86
  switching to and from, 88
MP3 music format, support for, 235
MR Calculator key
  meaning of, 126
  shortcut for, 129
MS Calculator key
  meaning of, 126
  shortcut for, 129
MSN Messenger
  getting user IDs for, 176
  Web site for, 174
MSN Mobile Web site, pros and cons of, 335
Multimedia Messaging Service (MMS), relationship to SMS, 165
multiplication operations, performing in Calculator, 130
multitap mode versus SureType, 26
music, playing, 234–235
Music category, selecting for profiles, 52
Mute key, description of, 24
Mute shortcut, using with Media application, 238
muting calls, 210–211
MyUtils 2.0, features of, 315–316

• N •

name databases, searching, 83–84
names
  assigning PINs to, 162–163
  branding, 38–39
  entering with SureType keyboard, 27
navigation, guidelines for, 31–33
network service providers
  features available from, 11–12
  using browsers available from, 206
news application, availability of, 324
news sites
  ABC News, 332
  BBC News, 332
  Mobile New York Times, 331
  Mobile Newsweek, 331
  PR Newswire, 333
  USA Today, 332
  Wired News, 333
Nokia phone, copying contacts from, 67–69
Northwest Airlines, mobile Web site for, 337
notes
  adding for contacts, 61
  deleting in MemoPad, 120–121
  finding in MemoPad, 121
  jotting down in MemoPad, 118–119
  organizing in MemoPad, 121–123
  printing in MemoPad, 124
  taking while on phone, 221–222
  updating in MemoPad, 120
  viewing in MemoPad, 119
Notes field, using with tasks, 104
notes lists, filtering for categories in MemoPad, 123
notification
  setting in IM (Instant Messaging), 179
  setting in Messages application, 50
Number of Entries option in Calendar, description of, 89
numbers. *See* phone numbers

DropBooks

• O •

Office documents, editing, 317
Ole shorthand in SMS, meaning of, 168
online access, obtaining with IM (Instant Messenging), 175–176
online shopping application, availability of, 325
online shopping sites
  Amazon Anywhere, 339
  eBay, 339
options
  changing, 32
  icon for, 52
OS (operating system), upgrading, 285–287
Out of Holster field, highlighting, 49
out-of-office messages, automating in enterprise environments, 140–141. *See also* messages

• P •

pairing, prepping Bluetooth headsets for, 219–220
Palm data, migrating into BlackBerry, 293–295
Palm devices, using Switch Device Wizard with, 292
Password Keeper
  accessing, 112–113
  Options menu in, 115–116
passwords
  changing to Password Keeper, 116
  random generation of, 114
  setting for Password Keeper, 113
  setting up, 52–53
  using, 114–115
PCs (personal computers)
  accessing remotely, 318
  connecting to, 12–13
PDA (personal digital assistant) capabilities, availability of, 16–17
.pdf attachment extension, description of, 143
Pearl
  color coding, 38
  features of, 22
  IM (Instant Messenging) on, 173–179
  locking, 53
  multitap mode on, 26
  setting passwords on, 53
PearlTunes Web site, accessing, 243
people, searching outside Address Book, 82–84
personal computers (PCs)
  accessing remotely, 318
  connecting to, 12–13
personal digital assistant (PDA) capabilities, availability of, 16–17
Phone application. *See also* calls
  accessing, 207
  arranging conference calls in, 215–218
  call forwarding feature in, 213
  configuring speed dial in, 214–215
  dialing letters from, 209
  Home screen shortcut for, 34
  setting up voice mail number for, 212
Phone Book Entry screen, displaying, 71
phone calls
  accessing history of, 64
  adjusting volume of, 211
  making from Address Book, 208–209
  muting and un-muting, 210–211
  placing on hold, 211
  receiving, 209–210
  taking notes during, 221–222
phone card numbers, storing, 316
phone conversations in conference calls, alternating between, 217
Phone feature, dialing numbers from, 73
phone notes, accessing and forwarding, 222
phone numbers
  adding to speed dial, 214
  entering in Address Book, 61

DropBooks

photos
adding to contacts, 62–63
creating folders for, 228–229
deleting, 227
megapixels of resolution available to, 224
moving, 229
renaming, 228–229
sending as e-mail, 229
sending to Messenger contacts, 229
setting as Caller ID, 230
setting up for Home screen, 230
sharing, 229–230
viewing in Camera application, 226
Picture category, selecting for wallpaper, 47
picture properties, displaying, 227
picture quality, choosing in Camera application, 224–225
pictures
adding to contacts, 62–63
creating folders for, 228–229
deleting, 227
megapixels of resolution available to, 224
moving, 229
renaming, 228–229
sending as e-mail, 229
sending to Messenger contacts, 229
setting as Caller ID, 230
setting up for Home screen, 230
sharing, 229–230
viewing in Camera application, 226
Pictures feature in Media application, selecting, 237
PIM synchronization, configuring, 268–269
PIN option, using, 73
PINs
adding to contacts, 163
assigning to names, 162–163
getting, 161–162
purpose of, 35
PIN-to-PIN messages
disabling, 73
receiving, 165
sending, 163–165
.png attachment extension, description of, 143
Pocket Express application, features of, 324
PocketWhere for BlackBerry Web site, accessing, 124
portals
MSN Mobile, 335
RIM's Mobile Homepage, 334
Yahoo! Mobile, 334
power, efficiency of, 18
Power key, description of, 24
.ppt attachment extension, description of, 143
PR Newswire Web site, pros and cons of, 333
preferences, setting, 79–80
printing notes in MemoPad, 124
Priority field, using with tasks, 101–102
Pro Golf Paradise game, buying, 321
Profile application, Home screen shortcut for, 34
profiles
creating, 50–52
customizing, 49–50
selecting for sounds, 48
switching between, 33
prompting, enabling and disabling in Browser, 201
Push Content, description of, 203

• Q •

quad band, significance of, 14
Quick Text option, using with IM (Instant Messaging), 178
QWERTY keyboard
description of, 23
shortcuts for, 33–35
using, 25

DropBooks

• R •

Racing Rivers game, buying, 321
Ramble IM Web site, accessing, 180
random password generation, using, 114
Really Simple Syndication (RSS) reader, availability of, 316–317
recipient, searching messages by, 152–153
record changes, confirming in Synchronize program, 272
recurring appointments, setting up, 92–93
recurring tasks, creating, 110–112
Relative Date check box, using with tasks, 112
Remember field, filling for appointments, 91
Reminder field, using with tasks, 103
reminders, setting for appointments, 91–92
reset operation, forcing, 35
restoring from backups, 301–302, 304–305
RIM (Research In Motion)
  development of BlackBerry by, 11–12
  prehistory of, 159–160
RIM's Mobile Homepage Web site, pros and cons of, 334
ring tones
  adding to contacts, 63
  defining, 47–52
  downloading, 52, 244
Ringtones feature in Media application, selecting, 236
Rolodex icon, meaning of, 58
Rotate feature, using with Pictures feature, 237
RSS (Really Simple Syndication) reader, availability of, 316–317
RUOK shorthand in SMS, meaning of, 168

• S •

saved e-mails, retrieving and viewing, 143
saved folder, saving messages to, 142
Saved Messages application, Home screen shortcut for, 34
saved searches, reusing, 156
screen, customizing, 44–46
screen protectors, buying, 311
Search application, Home screen shortcut for, 34
search criteria, using with general searches, 154
search engines, Google, 333
search results, saving for messages, 155
searching people outside Address Book, 82–84
security, availability of, 19–20
Security Timeout, setting, 53
Send key, description of, 24
senders
  adding to Address Book, 146–147
  searching messages by, 152–153
Sensitivity condition, using with e-mail, 151
Service client
  accessing, 134
  adding e-mail accounts in, 135–136
  configuring e-mail signatures with, 137–138
  deleting e-mail from permanently, 140
  options in, 135
service providers
  features available from, 11–12
  using browsers available from, 206
shipping information sites
  FedEx tracking, 338
  UPS tracking, 338
Short Messaging Service (SMS)
  versus IM (Instant Messaging), 185
  popularity of, 165–166
  sending text messages in, 169–171
  using shorthand in, 166–167
  using smileys in, 169–170
  viewing messages in, 171
shortcuts. *See* keyboard shortcuts
Show End Time in Agenda View option in Calendar, description of, 89
Show Free Time in Agenda View option in Calendar, description of, 89

DropBooks

Show Tasks option in Calendar, description of, 89
Side Convenience Key Opens field, highlighting, 45
SIM cards
  copying contacts from, 67–70
  copying contacts to, 70–71
Skype client, availability of, 325
slide shows, creating in Camera application, 227
SmartCase option, using with AutoText, 41
smileys, using in SMS (Short Messaging Service), 169–170. *See also* emoticons
SMS (Short Messaging Service)
  versus IM (Instant Messaging), 185
  popularity of, 165–166
  sending text messages in, 169–171
  using shorthand in, 166–167
  using smileys in, 169–170
  viewing messages in, 171
SMS messages, starting, 73
Snooze option in Calendar, description of, 89
Sort By option
  setting, 79
  using with tasks, 106
speaker phones
  buying, 313
  using, 218
Specified Case option, using with AutoText, 41
speed dial, configuring in Phone application, 214–215
spell-checking application, availability of, 146, 317
Spider Solitaire, buying, 321
sports sites
  CBS SportsLine.com, 337
  ESPN, 337–338
sports updates, obtaining, 324
Start of Day option in Calendar, description of, 89
Status field, using with tasks, 101
Status screen, getting PIN from, 162
stereo headphones, features of, accessories, 310
Stock Ticker application, features of, 326
subject, searching messages by, 153
Subject condition, using with e-mail, 151
Sudoku games, downloading, 320
SureType keyboard
  description of, 23
  relationship to SMS (Short Messaging Service), 167
  using, 25–27
Switch Application option, using, 32
Switch Device Wizard
  accessing, 289–290
  running, 293–295
  using with Palm devices, 292
  using with Windows Mobile devices, 292–293
synchronization
  automating, 275
  mapping fields for, 269–271
Synchronize Now feature, using, 274–275
Synchronize program
  confirming record changes in, 272
  features of, 268
  resolving update conflicts in, 272–274
Synchronize screen, selecting Configuration tab in, 272

• T •

Task field, using, 101
tasks
  assigning categories to, 109
  creating categories for, 107–109
  creating recurring tasks, 110–112
  customizing, 106–107
  deleting, 105
  recording, 99–100
  updating, 104

DropBooks

Tasks application, Home screen shortcut for, 34
Tasks feature, launching, 98–99
tasks fields
  Categories, 104
  Due, 102–103
  Notes, 104
  Priority, 101–102
  Reminder, 103
  Status, 101
  Task, 101
  Time Zone, 103
Tasks list
  archiving, 105
  sorting, 106
TeleNav GPS Navigator, features of, 250
Texas Hold 'em King game, buying, 321
text messages, sending in SMS (Short Messaging Service), 169–171
themes
  accessing Calculator from, 125
  accessing Tasks from, 98
  choosing, 46
  RIM versus T-Mobile types of, 99
thumbnails versus file names, listing, 227
.tif attachment extension, description of, 143
time, setting, 43
Time Zone field, using with tasks, 103
TMOZ shorthand in SMS, meaning of, 168
to-do lists. *See* tasks
trackball, description of, 23
Trackball Horizontal Sensitivity field, highlighting, 45
Trackball Vertical Sensitivity field, highlighting, 46
TrafficEdge, features of, 318
travel sites, airline resources for, 336–337
Tune field, highlighting for profiles, 50
TV application, availability of, 325
.txt attachment extension, description of, 143
typing with AutoText, 40–42

• U •

United Air Lines, mobile Web site for, 337
Unix servers, logging into, 318
update conflicts, resolving in Synchronize program, 272–274
USA Today Web site, pros and cons of, 332
User fields, renaming in Address Book, 62
utility tools, availability of, 315–316

• V •

vCards
  receiving, 82
  sending, 81–82
VeriChat for BlackBerry
  features of, 317
  support for IM networks available in, 185–186
  Web site for, 180
video clips, playing, 236
views, changing defaults for Browser, 201
voice dialing, using, 220
voice mail number, setting up for Phone application, 212
volume
  adjusting for calls, 211
  adjusting in Media application, 237

• W •

W4U shorthand in SMS, meaning of, 168
W8 shorthand in SMS, meaning of, 168
wallpaper, personalizing, 47
WAV music format, support for, 235
weather sites
  AccuWeather.com, 330
  Weather.com, 330–331
weather updates
  obtaining, 327
  subscribing to, 324
Weather.com Web site, pros and cons of, 330–331

DropBooks

Web, installing and uninstalling applications from, 203–204
Web, surfing with Browser, 190
Web addresses, sending by e-mail, 195
Web browsers. *See also* Browser application
  setting default for, 206
  speeding up, 202
Web cam images, viewing, 318
Web images, saving, 195
Web pages. *See also* bookmarks
  navigating, 190–193
  saving access requests for, 194
  saving addresses for, 193–194
  saving as bookmarks, 195–196
  selecting menu items for, 194
Web sites
  ABC Amber BlackBerry Converter, 305
  ABC News, 332
  AccuWeather.com, 330
  Air Canada, 336
  American Airlines, 336
  AOL Instant Messenger (AIM), 174
  Ascendo Fitness, 326–327
  Ascendo Money, 326
  AskMeNow, 326
  Auto PDA Holder Kits, 313
  Bass Assassin game, 320
  batteries, 311
  BBC News, 332
  BBLight utility, 246
  bbSpell, 317
  BBToday, 327
  bbTV, 325
  BBWeather, 324
  belt clips, 310–311
  BerryDialer, 316
  Beyond411, 324–325
  BlackBerryGoodies, 339
  BlackChat ICQ, 180
  Blockazoid game, 322
  Bookworm game, 320
  Brain Up game, 322
  British Airways, 336
  BusinessWeek Online, 336
  car chargers, 311–312
  car kits, 246
  Cathay Pacific, 337
  ColorPearl application, 38
  Content Beamer, 124
  Continental Airlines, 337
  Delta, 337
  Digby, 325
  eOffice, 317
  Fidelity Anywhere, 336
  games, 320
  Garmin external GPS, 247
  Google Talk Mobile, 325
  Handmark Pocket Express, 324
  ICQ, 174
  Idokorro Mobile Desktop, 318
  IM+, 185–186
  iSkoot Skype Client, 325
  KLM Airlines, 337
  Klondike game, 321
  Litefeeds, 317
  MidpSSH Mobile SSH Client, 318
  MiniSphere, 339
  MizPee, 340
  Mobile New York Times, 331
  Mobile Newsweek, 331
  MSN Messenger, 174
  MSN Mobile, 335
  MyUtils 2.0, 316
  Northwest Airlines, 337
  PearlTunes, 243
  PocketWhere for BlackBerry, 124
  PR Newswire, 333
  Pro Golf Paradise game, 321
  Raging Rivers game, 320–321
  Ramble IM, 180
  RIM's Mobile Homepage, 334
  ring tones, 52
  screen protectors, 311
  Spider Solitaire, 321
  Starbucks Locator, 340

Web sites *(continued)*
Stock Ticker, 326
Sudoku game, 320
Texas Hold'em King game, 321
themes, 46
TrafficEdge, 318
United Air Lines, 337
USA Today, 332
VeriChat for BlackBerry, 180, 185–186, 317
wallpaper, 47
wcities, 340
Weather.com, 330–331
Wired News, 333
WorldMate for BlackBerry, 316
Y! Messenger, 174
Yahoo! Finance, 335
Yahoo! Messenger Mobile, 325
Yahoo! Mobile, 334
Week view in Calendar
description of, 86
switching to and from, 88
Wi-Fi
explanation of, 257
turning on, 258
Wi-Fi connections
prioritizing, 261
saving, 260
Wi-Fi networks
connecting to, 260
setting up, 258–259
Windows Explorer, using with Media Manager, 240–241
Windows Mobile devices, using Switch Device Wizard with, 292–293
Wired News Web site, pros and cons of, 333
wireless e-mail synchronization, enabling, 139
wireless everything sync, availability of, 14
wireless reconciliation, enabling, 138–140
Wordlist in SureType, using, 27
WorldMate for BlackBerry, features of, 316
worldwide cellphone industry, technologies of, 14
.wpd attachment extension, description of, 143
wrench icon, meaning of, 52
WTG shorthand in SMS, meaning of, 168

• X •

X key in Calculator, shortcut for, 129
.xls attachment extension, description of, 143

• Y •

Y! Messenger
getting user IDs for, 176
Web site for, 174
Yahoo! Finance Web site, pros and cons of, 335
Yahoo! Messenger Mobile application, features of, 325
Yahoo! Mobile Web site, pros and cons of, 334

• Z •

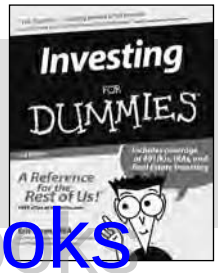
.zip attachment extension, description of, 143
zooming in Camera application, 225

DropBooks

BUSINESS, CAREERS & PERSONAL FINANCE



0-7645-9847-3



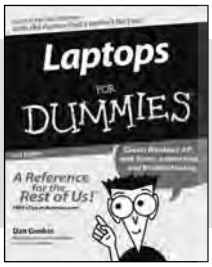
0-7645-2431-3

DropBooks

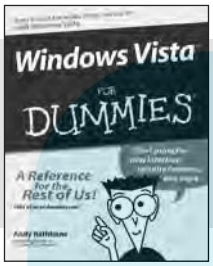
Also available:

- Business Plans Kit For Dummies 0-7645-9794-9
- Economics For Dummies 0-7645-5726-2
- Grant Writing For Dummies 0-7645-8416-2
- Home Buying For Dummies 0-7645-5331-3
- Managing For Dummies 0-7645-1771-6
- Marketing For Dummies 0-7645-5600-2
- Personal Finance For Dummies 0-7645-2590-5*
- Resumes For Dummies 0-7645-5471-9
- Selling For Dummies 0-7645-5363-1
- Six Sigma For Dummies 0-7645-6798-5
- Small Business Kit For Dummies 0-7645-5984-2
- Starting an eBay Business For Dummies 0-7645-6924-4
- Your Dream Career For Dummies 0-7645-9795-7

HOME & BUSINESS COMPUTER BASICS



0-470-05432-8

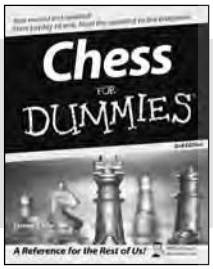


0-471-75421-8

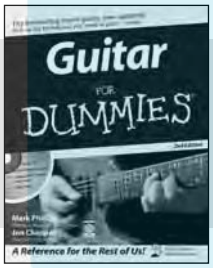
Also available:

- Cleaning Windows Vista For Dummies 0-471-78293-9
- Excel 2007 For Dummies 0-470-03737-7
- Mac OS X Tiger For Dummies 0-7645-7675-5
- MacBook For Dummies 0-470-04859-X
- Macs For Dummies 0-470-04849-2
- Office 2007 For Dummies 0-470-00923-3
- Outlook 2007 For Dummies 0-470-03830-6
- PCs For Dummies 0-7645-8958-X
- Salesforce.com For Dummies 0-470-04893-X
- Upgrading & Fixing Laptops For Dummies 0-7645-8959-8
- Word 2007 For Dummies 0-470-03658-3
- Quicken 2007 For Dummies 0-470-04600-7

FOOD, HOME, GARDEN, HOBBIES, MUSIC & PETS



0-7645-8404-9

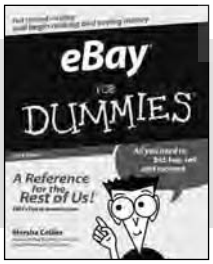


0-7645-9904-6

Also available:

- Candy Making For Dummies 0-7645-9734-5
- Card Games For Dummies 0-7645-9910-0
- Crocheting For Dummies 0-7645-4151-X
- Dog Training For Dummies 0-7645-8418-9
- Healthy Carb Cookbook For Dummies 0-7645-8476-6
- Home Maintenance For Dummies 0-7645-5215-5
- Horses For Dummies 0-7645-9797-3
- Jewelry Making & Beading For Dummies 0-7645-2571-9
- Orchids For Dummies 0-7645-6759-4
- Puppies For Dummies 0-7645-5255-4
- Rock Guitar For Dummies 0-7645-5356-9
- Sewing For Dummies 0-7645-6847-7
- Singing For Dummies 0-7645-2475-5

INTERNET & DIGITAL MEDIA



0-470-04529-9



0-470-04894-8

Also available:

- Blogging For Dummies 0-471-77084-1
- Digital Photography For Dummies 0-7645-9802-3
- Digital Photography All-in-One Desk Reference For Dummies 0-470-03743-1
- Digital SLR Cameras and Photography For Dummies 0-7645-9803-1
- eBay Business All-in-One Desk Reference For Dummies 0-7645-8438-3
- HDTV For Dummies 0-470-09673-X
- Home Entertainment PCs For Dummies 0-470-05523-5
- MySpace For Dummies 0-470-09529-6
- Search Engine Optimization For Dummies 0-471-97998-8
- Skype For Dummies 0-470-04891-3
- The Internet For Dummies 0-7645-8996-2
- Wiring Your Digital Home For Dummies 0-471-91830-X

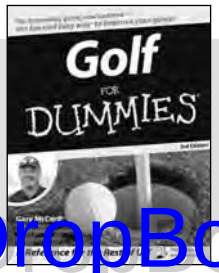
*** Separate Canadian edition also available**

† **Separate U.K. edition also available**

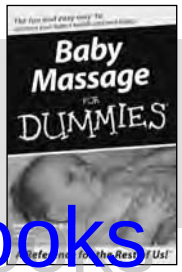
Available wherever books are sold. For more information or to order direct: U.S. customers visit www.dummies.com or call 1-877-762-2974. U.K. customers visit www.wileyeurope.com or call 0800 243407. Canadian customers visit www.wiley.ca or call 1-800-567-4797.

WILEY

SPORTS, FITNESS, PARENTING, RELIGION & SPIRITUALITY



0-471-76871-5



0-7645-7841-3

DropBooks

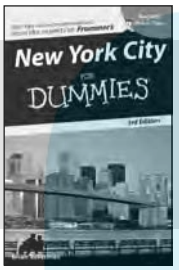
Also available:

- Catholicism For Dummies 0-7645-5391-7
- Exercise Balls For Dummies 0-7645-5623-1
- Fitness For Dummies 0-7645-7851-0
- Football For Dummies 0-7645-3936-1
- Judaism For Dummies 0-7645-5299-6
- Potty Training For Dummies 0-7645-5417-4
- Buddhism For Dummies 0-7645-5359-3
- Pregnancy For Dummies 0-7645-4483-7 †
- Ten Minute Tone-Ups For Dummies 0-7645-7207-5
- NASCAR For Dummies 0-7645-7681-X
- Religion For Dummies 0-7645-5264-3
- Soccer For Dummies 0-7645-5229-5
- Women in the Bible For Dummies 0-7645-8475-8

TRAVEL



0-7645-7749-2

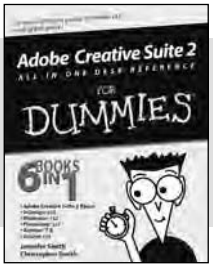


0-7645-6945-7

Also available:

- Alaska For Dummies 0-7645-7746-8
- Cruise Vacations For Dummies 0-7645-6941-4
- England For Dummies 0-7645-4276-1
- Europe For Dummies 0-7645-7529-5
- Germany For Dummies 0-7645-7823-5
- Hawaii For Dummies 0-7645-7402-7
- Italy For Dummies 0-7645-7386-1
- Las Vegas For Dummies 0-7645-7382-9
- London For Dummies 0-7645-4277-X
- Paris For Dummies 0-7645-7630-5
- RV Vacations For Dummies 0-7645-4442-X
- Walt Disney World & Orlando For Dummies 0-7645-9660-8

GRAPHICS, DESIGN & WEB DEVELOPMENT



0-7645-8815-X

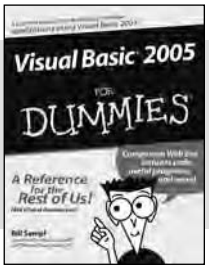


0-7645-9571-7

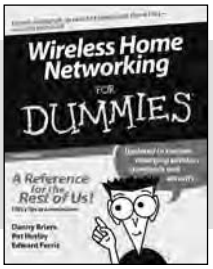
Also available:

- 3D Game Animation For Dummies 0-7645-8789-7
- AutoCAD 2006 For Dummies 0-7645-8925-3
- Building a Web Site For Dummies 0-7645-7144-3
- Creating Web Pages For Dummies 0-470-08030-2
- Creating Web Pages All-in-One Desk Reference For Dummies 0-7645-4345-8
- Dreamweaver 8 For Dummies 0-7645-9649-7
- InDesign CS2 For Dummies 0-7645-9572-5
- Macromedia Flash 8 For Dummies 0-7645-9691-8
- Photoshop CS2 and Digital Photography For Dummies 0-7645-9580-6
- Photoshop Elements 4 For Dummies 0-471-77483-9
- Syndicating Web Sites with RSS Feeds For Dummies 0-7645-8848-6
- Yahoo! SiteBuilder For Dummies 0-7645-9800-7

NETWORKING, SECURITY, PROGRAMMING & DATABASES



0-7645-7728-X



0-471-74940-0

Also available:

- Access 2007 For Dummies 0-470-04612-0
- ASP.NET 2 For Dummies 0-7645-7907-X
- C# 2005 For Dummies 0-7645-9704-3
- Hacking For Dummies 0-470-05235-X
- Hacking Wireless Networks For Dummies 0-7645-9730-2
- Java For Dummies 0-470-08716-1
- Microsoft SQL Server 2005 For Dummies 0-7645-7755-7
- Networking All-in-One Desk Reference For Dummies 0-7645-9939-9
- Preventing Identity Theft For Dummies 0-7645-7336-5
- Telecom For Dummies 0-471-77085-X
- Visual Studio 2005 All-in-One Desk Reference For Dummies 0-7645-9775-2
- XML For Dummies 0-7645-8845-1